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ABSTRACT

This Management Information Systems Manual for the Illinois Community College Board (ICCB) provides basic information for submitting data to the ICCB. The manual is published every two years, and an addendum is published in the off years. It highlights and summarizes information from other documents, without being meant to replace those documents. The manual is in three sections: Section 1 includes an introduction, general information, and a schedule of due dates for submissions, along with submission instructions; section 2 includes a description and listings of the classification systems used by the ICCB; and section 3 includes data formats, explanations, and examples to help personnel complete the various data requirements of the ICCB Management Information Systems. Data entry instruction includes specific instructions for classifying course enrollment data; facility inventory data; faculty, staff, and salary data; and a student information database that includes non-returning student surveys, community college responsibilities, noncredit course enrollment, and occupational follow-up data. The manual also includes lists of and codes for Illinois high schools and public community colleges. Appendix A includes the Classification of Instructional Programs (CIP) Coding List; and Appendix B includes rules regarding Residency, Repeatability, and High School/Community College Dual Enrollment Students. (NB)

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Management Information Systems Manual

(Effective July 1999 with September 2000 updates)

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Illinois Community College Board

MANAGEMENT INFORMATION SYSTEMS MANUAL

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FISCAL YEAR 2001
ICCB MIS MANUAL SUMMARY OF CHANGES

Pgs 2-4 Reorganized the Schedule of Due Dates for MIS Submissions by date.

SCHEDULE OF DUE DATES FOR MIS SUBMISSIONS TO THE ILLINOIS COMMUNITY COLLEGE BOARD

If multiple data submissions are required relating to one topic (e.g., Uniform Financial Reporting System) the submission overview paragraph only accompanies the initial listing. Listed dates are when final data or information are due at the ICCB Offices.

January Fall Course Enrollment Data (S3)

Course Enrollment Data are due within 30 days after the end of each semester, quarter or term.

January Fall Course Resource Data (S6)

Course Resource Data are required only for the fall term of each year. They generally are submitted with the S3 records but are due within 30 days after the end of the fall term. S6 and S7 records are needed for facility utilization and class size reports.

January 31 Fall Uniform Financial Reporting. Three submissions are required throughout the year. Two submissions are for a specific period during the year with the data due thirty (30) days after the identified reporting period. A final audited submission of annual data is due October 15.

Term	Reporting Period
3 Fall	July 1 - December 31

February 15 Winter/Spring Enrollment Survey Reports. A summary report of student headcount and FTE enrollment as of the 10th day or end of regular registration shall be submitted by each college on forms provided by the ICCB. This report should include all students taking credit courses (1.1, 1.2, 1.4-1.9). The following due dates apply:

Winter Quarter	-	Within ten days after end of regular registration, but no later than February 15
Spring Semester	-	Within ten days after end of regular registration, but no later than February 15

May 30 Occupational Student Follow-Up Study (FS) Data

Follow-up data on Occupational Program Completers will be submitted on FS records each year. A separate manual with more detailed instructions is available. Colleges should submit edited FS records for the Follow-up Study by May 30.

July 1 Annual Nonreimbursable Community Education Enrollment (Paper) Survey Reports

The Annual Nonreimbursable Community Education Credit Survey has replaced the Fall Public Service Survey. The annual survey includes only noncredit enrollments (duplicated and unduplicated) and course sections offered. The completed survey should be submitted on July 1 each year on forms provided by the ICCB.

July 1 Community College Capital Request (Formerly RAMP/CC)

Requests for state funded capital projects through the Community College Capital Request (Formerly Resource Allocation and Management Plan or RAMP/CC) are due at ICCB by July 1. Community College Capital Requests are submitted in paper form and in a spreadsheet format available through the ICCB office.

July 15 Noncredit Annual Course Enrollment Data (N1)

Noncredit nonreimburable courses include those designed for specific employers, professional development, or others offered for hobby, leisure, or recreational purposes which require registration to identify individual students. The Noncredit Annual Enrollment Data (N1) should be submitted to the ICCB on July 15. Please provide record per student per noncredit course taken during the fiscal year. Hence a single student taking three courses would have three records.

July 31 Spring Uniform Financial Reporting

Term	Reporting Period
6 Spring	January 1 - June 30

August 1 Annual Student Enrollment and Completion Data (A1) - Credit

Edited annual unduplicated records on all students officially enrolled in credit (1.0-1.2, 1.4-1.9) courses and/or completing a degree or certificate program any time (including fall) during the year are due August 1.

August 1 Square Footage and Acreage Information

Information on existing facilities continues to be due on August 1. The MIS Manual contains the formats for submitting Square Footage and Acreage Information. More detailed instructions for completing Square Footage and Acreage Information will be mailed under separate cover.

September 1 Unit Cost Study Data for Previous Fiscal Year

Unit Cost Study data should be submitted to the ICCB by September 1. A separate manual with more detailed instructions is available from the ICCB offices.

September 1 Facility Inventory Data (F3, F6, B3, R3)

Updates are made as needed by changes that result from new construction or remodeling. The inventory should be accurate as of the fall term of each year. Note that the facility records are designed to capture both college owned and non-owned space that is used consistently by the college for instructional purposes. If revisions are needed, they should be made and corrections resolved prior to September 1.

October 1 Fall Student Data (E1)

Data on students officially enrolled in credit (1.0-1.2, 1.4-1.9) courses as of the end of regular registration (10th day of the term) will be submitted on E1 format for the fall term only. E1 edited data are due October 1.

October 1 Fall Enrollment Paper Survey

A summary report of student headcount and FTE enrollment as of the 10th day or end of regular registration shall be submitted by each college on forms provided by the ICCB. This report should include all students taking credit courses (1.0-1.2, 1.4-1.9). The following due dates apply: falls within ten days after the end of regular registration, but no later than October 1 for Fall submissions.

October 15 Final Uniform Financial Reporting

A final audited submission of annual UFRS data is due October 15.

Term	Reporting Period
Final Audited	July 1 - June 30

October 15 Faculty, Staff, and Salary Data (C1) & (C2)

Colleges should submit data for the fall term reflecting an October 1 census date for full- and part-time faculty and staff by October 15. All individual and most summary data are requested in computer-readable form. A small amount of summary information is submitted on paper form/hardcopy only.

November 1 Summer Graduate Reporting for the IPEDS Graduation Rate Survey

The Summer Graduate data for the IPEDS Graduation Rate Survey are due on November 1. Colleges are asked to report the highest level of completion that occurred in the summer following the most recent Annual Enrollment and Completion (A1) submission.

Section III. Data Explanation, Formats, and Definitions

Pgs 100-110. Fall Enrollment (E1) Format.

Added data item to identify individuals receiving Instruction at the East St. Louis Community College Center.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
42	87	1	Instruction at the East St. Louis Community College Center Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois College, Shawnee Community College, Kaskaskia College, etc.). There is an interest in separately tracking the successes of students served at the East St. Louis Community College Center. Most community colleges can zero fill this data item.

According to your college records:

0 - Not Applicable. No instruction was received by the student at the East St. Louis Community College Center.
1 - Student received instruction exclusively at the East St. Louis Community College Center.
2 - Student received instruction both at your college (e.g., main campus, branch, extension, etc.) and at the East St. Louis Community College Center.

Error Code	Description	Column Number	Reason(s) for Error
76	Instruction at East St. Louis Community College Center	87	Code not 0, 1 or 2.

Pgs 111-127 **Annual Enrollment and Completion (A1) Format. Added Curriculum prefix and number to secondary and third completion. Added Perkins III special needs categories and information on special support services for Single Parents (including single pregnant women) and Displaced Homemakers. Added Internet-Based Credit Hours Attempted and Earned. Added data item to identify individuals receiving Instruction at the East St. Louis Community College Center.**

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
84	239	1	Single Parent (includes single pregnant women) Data are required by federal Perkins legislation as a special needs category. Definitions appear under the section Student Database Definitions and Codes (Page 170). Using a generalized reference to Single Parent is acceptable. Codes: 0 - Not a Single Parent (nor a single pregnant woman) 1 - Single Parent (includes single pregnant women)
85	240	1	Displaced Homemaker Data are required by federal Perkins legislation as a special needs category. Definitions appear under the section Student Database Definitions and Codes (Page 169). Colleges may choose to collect this information from Local Workforce Investment Board officials. Codes: 0 - Not a Displaced Homemaker 1 - Displaced Homemaker
86	241	1	Special Support for Single Parent (includes single pregnant women) Codes: 0 - Not Applicable (Not a Single Parent nor a single pregnant woman) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources

ITEM	COLUMN	IELD LENGTH	SUBJECT
87	242	1	Special Support for Displaced Homemakers Codes: 0 - Not Applicable (Not a Displaced Homemaker) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources

COMPLETE ITEMS 88 AND 89 ONLY IF STUDENT TOOK INTERNET-BASED COURSEWORK

ITEM	COLUMN	IELD LENGTH	SUBJECT
88	243-246	4	Internet-Based Credit Hours ENROLLED (ATTEMPTED) (Two-decimal field - 99V99). The total annual credits attempted in Internet-Based courses. Credit hours attempted are those for which the student was officially enrolled. Fill with zeroes for students who did not take any Internet-Based hours. An Internet-Based Course is one whose PRIMARY method of instructional delivery is the World Wide Web/Internet. (Exclude courses where in person or video-conference sessions are the primary instructional delivery mode. Exclude courses where internet materials are used to supplement regular class materials.)
89	247-250	4	Internet-Based Credit Hours EARNED (Two-decimal field - 99V99). The total annual credits earned in Internet-Based courses. Credit hours earned are those hours recorded on the transcript with a passing grade. An Internet-Based Course is one whose PRIMARY method of instructional delivery is the World Wide Web/Internet. (Exclude courses where in person or video-conference sessions are the primary instructional delivery mode. Exclude courses where internet materials are used to supplement regular class materials.)
90	251	1	Instruction at the East St. Louis Community College Center Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois, Shawnee, Kaskaskia, etc.). There is an interest in separately tracking the successes of students served at the East St. Louis Community College Center. Most community colleges can zero fill this data item.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			According to your college records: 0 - Not Applicable. No instruction was received by the student at the East St. Louis Community College Center. 1 - Student received instruction exclusively at the East St. Louis Community College Center. 2 - Student received instruction both at your college (e.g., main campus, branch, extension, etc.) and at the East St. Louis Community College Center.

COMPLETE ONLY IF COMPLETER OF SECOND CURRICULUM – ITEMS 40 to 42 = >0

ITEM	COLUMN	FIELD LENGTH	SUBJECT
91	252-260	9	Secondary Curriculum Prefix and Number of Completion: Alpha/numeric. Must be identical to curricula prefix and numbers shown on the ICCB Curriculum Master File and must match the PCS/CIP/DEGREE TYPE of Second Curriculum of Completion Items 40-42, Columns 103-112.

COMPLETE ONLY IF COMPLETER OF THIRD CURRICULUM – ITEMS 43 to 45 = >0

ITEM	COLUMN	FIELD LENGTH	SUBJECT
92	261-269	9	Third Curriculum Prefix and Number of Completion: Alpha/numeric. Must be identical to curricula prefix and numbers shown on the ICCB Curriculum Master File and must match the PCS/CIP/DEGREE TYPE of Third Curriculum of Completion Items 43-45, Columns 113-122.
93	270-271	2	Student Level Codes: As of student's initial registration during the fiscal year. 01 - Freshman 02 - Sophomore 03 - High school student enrolled in college classes but still attending high school 04 - Unclassified or Other

Pgs 128-132 Added error codes for the A1 additions.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) EDIT PROCEDURES

Error Code	Description	Column Number	Reason
27	Single Parent	239	Single Parent must be 0 or 1.
28	Displaced Homemaker	240	Displaced Homemaker must be 0 or 1.
37	Support Single	241	Code not 0 through 3; If Single Parent 0 then must be 0; if Single Parent is 1, cannot be 0.
38	Support Displaced	242	Code not 0 through 3; If Displaced Homemaker 0 then must be 0; if Displaced Homemaker is 1, cannot be 0.
82	Secondary Curriculum of Completion	252-260	Completer type is 1, 3, or 4 and curriculum Prefix and Number not in this form on Curriculum Master File or does not correspond to PCS/CIP/DEGREE TYPE of Second Curriculum of Completion Columns 103-112.
83	Third Curriculum of Completion	261-269	Completer type is 1, 3, or 4 and curriculum Prefix and Number not in this form on Curriculum Master File or does not correspond to PCS/CIP/DEGREE TYPE of Third Curriculum of Completion Columns 113-122.
127	Internet-Based Credits ENROLLED	243-246	If present, not numeric. Internet-Based Credit Hours Enrolled greater than sum of credit hours enrolled (Items 10-13).
128	Internet-Based Credits EARNED	247-250	If present, not numeric. Internet-Based Credit Hours Earned greater than Total Credit Hours Earned During Fiscal Year (Total of Items 63 to 66).

129	Instruction at East St. Louis Community College Center	251	Code not 0, 1 or 2.
10	Student Level	270-271	Must be 01, 02, 03, or 04. Student is enrolled in PCS 17, 18, or 19 or has a higher earned degree and is not coded as "Unclassified."

Pgs 133-138 NONCREDIT COURSE ENROLLMENT (N1) DATA SUBMISSION

Revised CIP coding from two-digit to six-digit specific to allow the use of the N1 submission data for Workforce Investment Act Reporting purposes. Added an item to the N1 about payment to identify those who are Workforce Investment Act (WIA) Individual Training Account (ITA)/Voucher Recipients.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
18	51-56	6	Six-Digit CIP of Course. Provide the six-digit Classification of Instructional Programs (CIP) code that most closely fits the course or activity. (Codes 01.0101 - 05.9999, 08.0101 - 31.9999, 38.0101 - 52.9999 are valid for category 1 or 2. All approved CIP codes are valid for category 3.) See Appendix A, CIP Coding Program Category Dimension, of the *MIS Manual* for a list of these codes.
19	57	1	Workforce Investment Act (WIA) Individual Training Account (ITA)/Voucher Recipient. Under the WIA specific activities are identified as "training services" and eligible individuals are funded with Individual Training Accounts vouchers. Colleges may choose to work with Local Workforce Investment Board officials to collect this data. "Training Services" include occupational training, adult education with a vocational component, customized training and on-the-job training and skill upgrading/retraining activities. 0 - Not a WIA Voucher Recipient (Not Applicable) 1 - ITA/Voucher Payment Received.
20	58	1	Completion. Indicate those students who completed course objectives. 0 - Did Not Complete Course Objectives. 1 - Completed Course Objectives.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
21	59-62	4	Instruction at the East St. Louis Community College Center. Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois, Shawnee, Kaskaskia, etc.). There is an interest in separately tracking the successes of students served at the East St. Louis Community College Center. Most community colleges can zero fill this data item. According to your college records: 0 - Not Applicable. No instruction was received by the student at the East St. Louis Community College Center. 1 - Student received instruction exclusively at the East St. Louis Community College Center. 2 - Student received instruction both at your college (e.g., main campus, branch, extension, etc.) and at the East St. Louis Community College Center.

N1 Error Code	Description	Column Number	Reason
31	Six-Digit CIP	51-56	If present, not an approved code or for category 3 code less than 010101 or greater than 529999 or for category 1 or 2 codes not in the following ranges 01.0101 - 05.9999, 08.0101 - 31.9999, 38.0101 - 52.9999.
32	WIA ITA/Voucher	57	Code not 0 or 1.
33	Completion	58	Code not 0 or 1.
34	Instruction at East St. Louis Community College Center	59-62	Code not 0, 1 or 2.

Pg 157 **Revised Occupational Follow-up Study Schedule. Added column for FY 2004 and removed references to FY 1999.**

ICCB OCCUPATIONAL FOLLOW-UP SCHEDULE

Program	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
Agriculture	Ag Mech-0102				Ag Bus-0101 Ag Prod-0103 Ag/Food Proc-0104 Ag Supp-0105 Hort-0106 Forest Prod-0304 Wildlife-0306
Business	Entrp Mgt-5207 Hosp Mgt-5209 Hum Res Mgt-5210 Intr Bus-5211 Mktg Mgmt-5214 Real Est-5215	Dat Proc-5212	Adm & Mgt-5202 Adm/Sec-5204	Bus, Gen-5201 Acct-5203 Fin Mgmt-5208	Apparel-0801 Entrep-0803 Fin Serv-0804 Food Products-0806 Gen Ret/Whol-0807 Hospit-0809 Ins Mkt-0810 Tour/Trav-0811
Communications		Advert-0902 Journ-0904 Public Rel-0905 Radio/TV-0907 Comm Tech-1001			
Consumer			Cosmet-1204	Mort Sci-1203	
Eng-Related	Indust Prod-1506 Mining-1509	Elcty/Elctr-1503 Electromech-1504	Civil Eng-1502	Qual Cont-1507 Mech Eng-1508 Misc Eng-1511	Envir Cont-1505
Health	Comm Disord-5102 Hlth Asst-5108 Mntl Hlth-5115	Hlth Med Serv-5107	Dental-5106 Diagnostic-5109	Med Lab-5110 Opthal-5118	Nursing-5116 Misc Hlth-5126
Home & Inst. Services	Tchr Aide-1315 Child Care-2002	Clothing-2003	Culinary-1205 Food Wkr-2004	Home Furn-2005	Custodial-2006
Legal Asst.		Legal Asst-2201			
Tech Writing			Tech Writ-2311		
Library Asst				Lib Asst-2503	
Parks & Rec					Parks Mgmt-3103 Hlth/PE/Fit-3105
Science Tech	Bio Tech-4101 Nuclear-4102 Phy Sci-4103				
Protective Serv		Crim Just-4301 Criminology-4504	Fire Prot-4302		
Pub & Soc Serv	Pub Adm-4404 Soc Serv-4407				
Const Trades	Masons, Tstr-4601 Carpentry-4602	Elect & Pwr-4603	Const Mgrs-4604	Plumbing-4605	Const Intg-4610
Mach & Repair	Ind Equip-4703 Veh Rep-4706	Elcty/Elctr-4701		HACR-4702	Stat Eng-4705
Prec Work	Upholstery-4803	Woodwork-4807		Drafting-4801 Grph/Prnt-4802 Prec Metal-4805	
Trans & Mat. Moving	Air Trans-4901 Veh Oper-4902 Deckhnd Trng-4903 Railroad Op-4904				
Vis & Perf Arts				Graphic Arts-5004	Theatre-5005

Pgs 169-170 Added descriptions for new special population codes from Perkins III legislation.

STUDENT DATABASE DEFINITIONS AND CODES

Displaced Homemaker – A displaced homemaker (Perkins III) is defined as an individual who (1) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills or (2) has been dependent on the income of another family member but is no longer supported by that income; or (3) is a parent whose youngest child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and (4) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Single Parent – A single parent (Perkins III) is defined as either a single pregnant woman or an individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent either has custody or joint custody.

Pg 174-187g High School Codes

Added High School codes for Nonpublic Illinois High Schools and updated the Public School listing

Pg 189 Noted name change for Southwestern Illinois College FICE Code.

FICE Code	Public Community Colleges
001636	Southwestern Illinois College (formerly Belleville Area College)

Pgs 196-206 Modified Unit Cost Record Layouts to eliminate information for General Studies and alter Other Indirect Cost categories.

U1-RECORD

FORMAT FOR DETAILED COURSE ENROLLMENT
AND DIRECT COST DATA BY PCS AND CIP

Submit one record for each Department/PCS-CIP code offered.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
5	13-14	2	PCS Code: For instruction, use the following:

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			11 - Baccalaureate/Transfer 12 - Occupational 14 - Remedial ~~15 - General Studies~~ 16 - Vocational Skills 17 - Adult Basic Education 18 - Adult Secondary Education 19 - English as a Second Language
6	15-20	6	CIP Code: Note that the CIP ranges for a given PCS code are as follows:

PCS	CIP
1.1	01.xxxx-05.xxxx, 09.xxxx, 11.xxxx, 13.xxxx-14.xxxx, 16.xxxx, 19.xxxx, 23.xxx-24.xxxx, 26.xxxx-28.xxxx, 30.xxxx-31.xxxx, 36.0108, 38.xxxx, 40.xxxx, 42.xxxx, 44.xxxx-45.xxxx, 50.xxxx, 51.xxxx, 52.xxxx
1.2	01.xxxx, 03.xxxx, 08.xxxx-10.xxxx, 12.xxxx, 13.1501, 15.xxxx, 20.xxxx, 22.xxxx-27.xxxx, 30.xxxx, 31.xxxx, 38.xxxx, 40.xxxx-52.xxxx
1.4	32.0103, 32.0104, 32.0108, 32.0113
~~1.5~~	~~01.xxxx-52.xxxx~~
1.6	01.xxxx, 03.xxxx, 08.xxxx-10.xxxx, 12.xxxx, 15.xxxx, 20.xxxx, 23.xxxx, 25.xxxx, 27.xxxx, 31.xxxx, 40.xxxx, 41.xxxx, 43.xxxx-44.xxxx, 46.xxxx- 52.xxxx
1.7	32.011x, 32.012x
1.8	32.013x
1.9	32.014x, 32.015x, 32.016x, 33.0102

U2-RECORD
FORMAT FOR INDIRECT COSTS BY SUB-FUNCTION

ITEM	COLUMN	FIELD LENGTH	SUBJECT
4	8-9	2	Line Number: Numeric. Every line must have a record submitted, even if all entries are zero. Use the following codes: 11 - Baccalaureate 12 - Occupational 14 - Remedial ~~15 - General Studies~~ 16 - Vocational Skills 17 - Adult Basic Education 18 - Adult Secondary Education 19 - English as a Second Language 99 - Totals Lines 11-19 20 - Academic Administration & Planning-General 30 - Organized Research Costs Total 40 - Public Service Costs Total

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U3-RECORD
FORMAT FOR OTHER INDIRECT COSTS

ITEM	COLUMN	FIELD LENGTH	SUBJECT
4	8-9	2	Line Number: Numeric. Every line must have a record submitted, even if all entries are zero. Use the following codes: 01 - ~~Learning Resources~~ Academic Support 02 - Student Services 03 - ~~Auxiliary Services (Subsidy)~~ Operation and Maintenance of Plant 04 - ~~Operation and Maintenance of Plant~~ Institutional Support ~~05 - Institutional Support~~ 10 - Total of 01 through ~~05~~ 04 20 - Other Local Costs 30 - Other External Costs 40 - Building Depreciation Costs 50 - Building Repairs, Renovation, & Remodeling Costs 60 - Total of 20 through 50

Pgs 214-216 Noted name change for Southwestern Illinois College from List of Illinois Public Community Colleges and Peer Institution Groups

Alphabetical Listing of Illinois Public Community Colleges
with the ICCB District/College Number

52201 Southwestern Illinois College (formerly Belleville Area College)

Peer Institution Groups

Pg 215 Group IV: Located Downstate and in Urbanized Areas

Southwestern Illinois College (formerly Belleville Area College)

CIP 2000 Codes. The National Center for Educational Statistics is working to finalize the updated Classification of Instructional Programs (CIP-2000). CIP-2000 will be incorporated into Illinois community college data systems as soon as they are final.

Revised Federal Racial Ethnic Codes Undergoing Further Review. Revised Racial Ethnic Codes are undergoing further review at the federal level. According the AIR Alerts Series . . . "The status of the changes in federal race and ethnicity reporting that were to be implemented with the 2000 Census and the 2002 IPEDS reporting is currently undecided. Institutions should do nothing at this time to change their current race and ethnicity reporting systems and formats, but should wait until the U.S. Office of Management and Budget (OMB) decides what the changes should be. OMB was to have issued a final recommendation in October 1999. Instead, the agency has begun reconsidering a variety of options in addition to the 16-category multi-ethnic data collection and reporting format developed in cooperation with the higher education community."

The following changes (pages xviii-xxii) will be effective for FY 2002 reporting that begins with the Summer 2001 submission. They are included here to allow additional time for college officials to modify data collection processes and procedures.

Section III. Data Explanations, Formats, and Definitions

Pg. 25-31, 40-43 Course Section Enrollment (S3) Format

Added information on Courses Conducted at the East St. Louis Community College Center. Added items for Instructional Type and Predominant Technology Used for Instructional Delivery.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
26	88	1	Course Conducted at the East St. Louis Community College Center. Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois College, Shawnee Community College, Kaskaskia College, etc.). There is an interest in separately identifying students served at the Community College Center of East St. Louis. Most community colleges can zero fill this data item. 0 - Not Applicable. Course not conducted at the East St. Louis Community College Center. 1 - Yes. Course conducted at the East St. Louis Community College Center.
27	89	1	Instructional Type (Alphabetic, one-digit code) L - Lecture (Formal or Large Group Lecture) D - Discussion/Lecture S - Seminar X - Laboratory/Laboratory-Discussion I - Independent Study (Includes Stored Media, Internet-Based, and Correspondence courses – see Item 28) E - Internship, Field Experience, Other Special Experiences 0 - Other
28	90	1	Predominant Technology Used for Instructional Delivery (Numeric, one-digit code) 1 - Traditional. Face-to-face/in person classroom instruction where the instructor and students are in the same physical location. Most courses will use this code.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			2 - Interactive Instructional Television/Distance Learning. Includes fully interactive video courses provided via two-way video two-way audio compressed video telecommunications technology. Also includes one-way video/two-way audio which provide for immediate interaction with students.
			3 - Broadcast Television/Audio – One-way audio/video broadcast, cable and satellite TV or via Radio.
			4 - Stored Media – Courses taught primarily through instructional audiotapes, videotapes CD-ROM, DVD, other stored disc/media technology.
			5 - Internet Based Course – Courses in which asynchronous Internet/World Wide Web serves as the **primary** delivery method for instruction.
			6 - Correspondence - Courses provided in print via the mail, fax, etc.
			7 - Other

S3 Edit Listing

Added edit for the following data items: Courses Conducted at the East St. Louis Community College Center, Instructional Type, and Predominant Technology Used for Instructional Delivery.

S3 Record Errors (for the edit)

Field	Column	Reason
East St. Louis	88	Field not 0 or 1. Course Location Code not = 3 (out of district).
Instruc Type	89	Code not L, D, S, X, I, E, O or blank.
Tech for Instruc Delivery	90	Code not 1 through 7 or blank or Telecommunications Distance Learning Identifier (Col 84) >0 and Predominant Technology Used for Instructional Delivery (Col 90) not = 2.

Pg. 32-35, 40-43 Course Enrollment and Resources (S6) Format.

Modified the Instructional Type codes by separating the item into two components: Instructional Type and Predominant Technology Used for Instructional Delivery.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
12	37	1	Instructional Type (Alphabetic, one-digit code)

L - Lecture (Formal or Large Group Lecture)
D - Discussion/Lecture
S - Seminar

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ITEM	COLUMN	FIELD LENGTH	SUBJECT
			X - Laboratory/Laboratory-Discussion I - Independent Study (Includes Stored Media, Internet-Based, and Correspondence courses – see Item 13). E - Internship, Field Experience, Other Special Experiences O - Other ~~A - Interactive Instructional Television/Distance Learning, (Includes interactive video courses provided via telecommunications technology).~~ ~~T - Television (one-way broadcast TV), Radio, Newspaper, or courses taught primarily through instructional videotapes or discs~~ ~~N - Internet Course (Courses in which the Internet/World Wide Web serves as the primary delivery method for instruction)~~ ~~C - Non-Internet Computerized Teaching~~ ~~O - Other~~
13	38	1	~~Do Not Use~~ Predominant Technology Used for Instructional Delivery (Numeric, one-digit code) 1 - Traditional. Face-to-face/in person classroom instruction where the instructor and students are in the same physical location. Most courses will use this code. 2 - Interactive Instructional Television/Distance Learning. Includes fully interactive video courses provided via two-way video two-way audio compressed video telecommunications technology. Also includes one-way video/two-way audio which provide for immediate interaction with students. 3 - Broadcast Television/Audio – One-way audio/video broadcast, cable and satellite TV or via Radio. 4 - Stored Media – Courses taught primarily through instructional audiotapes, videotapes CD-ROM, DVD, other stored disc/media technology. 5 - Internet-Based Course – Courses in which asynchronous Internet/World Wide Web serves as the primary delivery method for instruction. 6 - Correspondence - Courses provided in print via the mail, fax, etc. 7 - Other

S6 Edit Listing

Added edit for Instructional Type and Predominant Technology Used for Instructional Delivery.

S6 Record Errors (for the edit)

Field	Column	Reason
Instruc Type	37	Code not L, D, S, X, I, E, O or blank.
Tech for Instruc Delivery	38	Code not 1 through 7 or blank.

Pg. 36-43 Open Classroom/lab (S7) Format.

Modified the Instructional Type codes by separating the item into two components: Instructional Type and Predominant Technology Used for Instructional Delivery.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
12	41	1	Instruction Type: (Alphabetic, one-digit code) L - Lecture (Formal or Large Group Lecture) D - Discussion/Lecture S - Seminar X - Laboratory/Laboratory-Discussion I - Independent Study (Includes Stored Media, Internet-Based, and Correspondence courses – see Item 13) E - Internship, Field Experience, Other Special Experiences O - Other ~~A - Interactive Instructional Television/Distance Learning, (Includes interactive video courses provided via telecommunications technology).~~ ~~T - Television (one-way broadcast TV), Radio, Newspaper, or courses taught primarily through instructional videotapes or discs~~ ~~N - Internet Course (Courses in which the Internet/World Wide Web serves as the primary delivery method for instruction)~~ ~~C - Non-Internet Computerized Teaching~~ ~~O - Other~~
13	42	1	~~Do Not Use~~ Predominant Technology Used for Instructional Delivery (Numeric, one-digit code) 1 - Traditional. Face-to-face/in person classroom instruction where the instructor and students are in the same physical location. Most courses will use this code. 2 - Interactive Instructional Television/Distance Learning. Includes fully interactive video courses provided via two-way video two-way audio compressed video telecommunications technology. Also includes one-way video/two-way audio which provide for immediate interaction with students.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			3 - Broadcast Television/Audio – One-way audio/video broadcast, cable and satellite TV or via Radio. 4 - Stored Media – Courses taught primarily through instructional audiotapes, videotapes CD-ROM, DVD, other stored disc/media technology. 5 - Internet-Based Course – Courses in which asynchronous Internet/World Wide Web serves as the primary delivery method for instruction. 6 - Correspondence - Courses provided in print via the mail, fax, etc. 7 - Other

Added edit for Instructional Type and Predominant Technology Used for Instructional Delivery.

S7 Record Errors (for the edit)

Field	Column	Reason
Instruc Type	41	Code not L, D, S, X, I, E, O or blank.
Tech for Instruc Delivery	42	Code not 1 through 7 or blank.

INTRODUCTION

This *MIS Manual* is designed to provide the basic information for submitting all required data to the ICCB in machine-readable form and is organized as follows:

> Section I contains an introduction, general information, a schedule of due dates for various MIS submissions to the ICCB, and instructions for data submissions.
>
> Section II contains a description and listings of the classification taxonomies used by the ICCB. In general, nationally accepted codes developed by the National Center for Higher Education Management Systems (NCHEMS) and the National Center for Education Statistics (NCES) are the codes used by the ICCB.
>
> Section III contains the detailed data formats, explanations, and examples designed to help personnel at the colleges complete the various data requirements of the ICCB Management Information Systems. This section is subdivided into various parts that deal with each subsystem of the MIS. Also included are data formats for follow-up studies, unit cost, and RAMP/CC.
>
> Appendix A contains the ICCB-modified Classification of Instructional Programs (CIP) Coding List.
>
> Appendix B contains ICCB Rules regarding Residency, Repeatability, and High School/ Community College Dual Enrollment Students.

This manual is published every two years with an addendum published on the off years. Although this MIS Manual highlights and summarizes basic information from a number of other documents, it does not replace these documents. For detailed explanation and description of specific areas related to the ICCB MIS, the following reference documents should be available at each college:

> *A Classification of Instructional Programs* (1990 Edition), National Center for Education Statistics, Institutional Studies Branch, Postsecondary Education Statistics Division, 555 New Jersey Avenue, N.W., Room 320, Washington, D.C., August 1991.
>
> *Illinois Board of Higher Education RAMP/CC Manual*, IBHE, published each June.
>
> *Fiscal Management Manual*, ICCB, published biennially with annual updates.
>
> *MIS Facility Inventory and Utilization Users Handbook*, ICCB, October 1976.
>
> *Occupational Follow-Up Study Manual*, ICCB, July 1989.

Postsecondary Education Facilities Inventory and Classification Manual. National Center for Education Statistics, Educational Research and Improvement (NCES 92-165). Washington. D.C., November 1992.

Program Manual, ICCB, published biennially with annual updates.

Salary Report for Illinois Public Community Colleges. ICCB, published annually.

Uniform Financial Reporting Manual, ICCB, August 1996

Unit Cost Study Manual, ICCB, published annually.

SECTION I

General Information

SCHEDULE OF DUE DATES FOR MIS SUBMISSIONS TO THE ILLINOIS COMMUNITY COLLEGE BOARD

January Fall Course Enrollment Data (S3). Course Enrollment Data are due within 30 days after the end of each semester, quarter, or term.

January Fall Course Resource Data (S6). Course Resource Data are required only for the fall term of each year. They generally are submitted with the S3 records but are due within 30 days after the end of the fall term. S6 and S7 records are needed for facility utilization and class size reports.

January 31 Fall Uniform Financial Reporting. Three submissions are required throughout the year. Two submissions are for a specific period during the year with the data due thirty (30) days after the identified reporting period. A final audited submission of annual data is due October 15.

Term	Reporting Period
3 Fall	July 1 - December 31

February 15 Winter/Spring Enrollment Survey Reports

A summary report of student headcount and FTE enrollment as of the 10th day or end of regular registration shall be submitted by each college on forms provided by the ICCB. This report should include all students taking credit courses (1.1, 1.2, 1.4-1.9). The following due dates apply:

Winter Quarter - Within ten days after end of regular registration, but no later than February 15
Spring Semester - Within ten days after end of regular registration, but no later than February 15

May 30 Occupational Student Follow-Up Study (FS) Data

Follow-up data on Occupational Program Completers will be submitted on FS records each year. A separate manual with more detailed instructions is available. Colleges should submit edited FS records for the Follow-up Study by May 30.

July 1 Annual Nonreimbursable Community Education Enrollment (Paper) Survey Reports. The Annual Nonreimbursable Community Education Credit Survey has replaced the Fall Public Service Survey. The annual survey includes only noncredit enrollments (duplicated and unduplicated) and course sections offered. The completed survey should be submitted on July 1 each year on forms provided by the ICCB.

July 1 Community College Capital Request (Formerly RAMP/CC). Requests for state-funded capital projects through the Community College Capital Request (formerly Resource Allocation and Management Plan for Community Colleges or RAMP/CC) are due at the ICCB by July 1. The Community College Capital Requests are submitted in paper form and in a spreadsheet format available through the ICCB office.

July 15 Noncredit Annual Enrollment Data (N1). Noncredit nonreimbursable courses include those designed for specific employers; professional development; or others offered for hobby, leisure, or recreational purposes which require registration to identify individual students. The Noncredit Annual Enrollment Data should be submitted to the ICCB on July 15. Please provide one record per student per noncredit course taken during the fiscal year. Hence, a single student taking three courses would have three separate records.

July 31 Spring Uniform Financial Reporting

Term	Reporting Period
6 Spring	January 1 - June 30

August 1 Annual Student Enrollment and Completion Data (A1) - Credit. Edited annual unduplicated records on all students officially enrolled in credit (1.0-1.2, 1.4-1.9) courses and/or completing a degree or certificate program any time (including fall) during the year are due August 1.

August 1 Square Footage and Acreage Information. Information about existing facilities continues to be due on August 1. The *MIS Manual* contains the formats for submitting Square Footage and Acreage Information. More detailed instructions for completing Square Footage and Acreage Information will be mailed under separate cover.

September 1 Unit Cost Study Data for Previous Fiscal Year. Unit Cost Study data should be submitted to the ICCB by September 1. A separate manual with more detailed instructions is available from the ICCB office.

September 1 Facility Inventory Data (F3, F6, B3, R3). Updates are made as needed by changes that result from new construction or remodeling. The inventory should be accurate as of the fall term of each year. Note that the facility records are designed to capture both college-owned and nonowned space that is used consistently by the college for instructional purposes. If revisions are needed, they should be made and corrections resolved prior to September 1.

October 1 Fall Student Data (E1). Data on students officially enrolled in credit (1.0-1.2, 1.4-1.9) courses as of the end of regular registration (10th day of the term) will be submitted on E1 format for the fall term only. E1 edited data are due October 1.

October 1

Fall Enrollment Paper Survey. A summary report of student headcount and FTE enrollment as of the 10th day or end of regular registration shall be submitted by each college on forms provided by the ICCB. This report should include all students taking credit courses (1.0-1.2, 1.4-1.9). The following due dates apply: falls within ten days after the end of regular registration, but no later than October for Fall submissions.

October 15

Final Uniform Financial Reporting. The final audited submission of annual data is due October 15.

Term	Reporting Period
Final Audited	July 1 - June 30

October 15

Faculty, Staff, and Salary Data (C1) & (C2). Colleges should submit data for the fall term reflecting an October 1 census date for full- and part-time faculty and staff by October 15. All individual and most summary data are requested in computer-readable form. A couple pages of summary data will be submitted on paper form/hardcopy only.

November 1

Summer Graduate Reporting for the IPEDS Graduation Rate Survey. The Summer Graduate data for the IPEDS Graduation Rate Survey are due on November 1. Colleges are asked to report the highest level of completion that occurred in the summer following the most recent Annual Enrollment and Completion (A1) submission.

REPORTING PERIOD

For purposes of reporting course enrollments and student enrollments and ensuring that all courses and students are accounted for, it is essential to define reporting periods which include every day in the fiscal year. Hence, the reporting period for the E1, A1, and S3 records will be as follows:

> Any course or section of a course will be considered a part of the term in which its midterm falls for the purposes of credit hour and equalization grant claims. If the midterm falls between terms, the course or section of a course will be considered a part of the next succeeding term. Any variable-entry/variable-exit course with a determinable midterm will be considered a part of the term in which its midterm falls or, if the midterm falls between terms, it will be considered a part of the next succeeding term. Variable-entry/variable-exit courses for which a midterm cannot be determined will be claimed as a part of the term in which the credit hours are actually generated. If the midterm (or credit hours generated if a midterm cannot be determined) falls after the end of the Spring Term, the course shall be claimed as a part of the Summer Term of the next fiscal year at the rates in effect for that Summer Term. Beginning and ending dates for each term shall be determined by the official college calendar for each district.

Since courses can begin any time during the term or between terms, this definition can include courses which start in the previous term, between terms, or during the term, as long as the midterm of the course falls within the instructional term in question.

Enrollments are reported for a given instructional term only if the enrollments are in courses which are a part of that instructional term (i.e., courses which have their midterm dates within that particular term).

For variable-entry/variable-exit students, an average time of attendance to complete the course must be utilized to determine the midterm which will determine in which instructional period these students should be reported.

The instructional period codes are as follows:

Code	Instructional Period (Enrollment Claim Period)
1	Summer Term
3	Fall Term
4	Winter Term
6	Spring Term

If, for example, the school calendar shows the following regular terms:

Summer	-	June 20-August 20
Fall	-	September 5-January 5
Spring	-	February 5-June 5

enrollments are reported as follows:

Summer (Code 1) Instructional Period -	All courses with midterm dates from June 6 through August 20
Fall (Code 3) Instructional Period -	All courses with midterm dates from August 21 through January 5
Spring (Code 6) Instructional Period -	All courses with midterm dates from January 6 through June 5.

NOTE: All the instructional periods overlap the regular college terms.

SUBMISSION OF MIS DATA

The preferred method for transmitting data files is through Internet using File Transfer Protocol (ftp). Files may also be submitted over modem or on tape, 4MM cartridge, 8MM cartridge, or diskette.

Transmitting Data Using FTP. The ftp address is ftp.iccb.state.il.us. Login as anonymous. Use your e-mail address as the password. Place the files in the following directory: /incoming/dp/. Send an e-mail message to dp@iccb.state.il.us. The e-mail message should include the same basic information that would have been on the Transmittal Form: submission type, the number of records, contact person, phone number, e-mail address, the file name and if applicable, the term.

In order to automate the processing of data received at the ICCB, we are establishing standard file naming conventions for data submitted using ftp. The following is a list of file names that must be used:

Submission	Required Standard File Name
Annual Student Enrollment and Completions data	a1dddcc.fy
Faculty, Staff and Salary - Individual Employee data	c1dddcc.fy
Faculty, Staff and Salary - Summary Data	c2dddcc.fy
Fall Student Enrollment	e1dddcc.fy
Facility Inventory - all records should be in one file	fadddcc.fy
Statewide Occupational Followup	fsdddcc.fy
Noncredit Annual Enrollment Data	n1dddcc.fy
RAMP/CC	radddcc.fy
Course Section Enrollment S3	s3dddcct.fy
Course Enrollment & Resources S6/Open Classroom S7 S6/S7 records should be in one file	s67dddcc.fy
Uniform Financial Reporting System	ufdddcct.fy
Unit Cost Study - all records should be in one file	ucdddcc.fy
Nonreturning Student Survey	nrdddcc.fy
Summer Graduate Reporting for the IPEDS GRS	dddgrad.fy
Square Footage and Acreage Information	sfadddcc.fy

NOTE: ddd = district number, cc = college number, t = term (use where applicable), fy = fiscal year the data represents, final audited UFRS data will use an "f" in the term field.

Submitting Data on 3½ inch Diskette. Include the district/college number and the type of submission on the diskette's external label. Be sure to include a completed Transmittal Form with the diskette. The diskette must be a 3½ inch diskette that can be read by an IBM or IBM compatible microcomputer. (Please be sure that if you are formatting a diskette as high density that the diskette is actually a high density diskette. Data submitted on diskettes that are double density and have been formatted as high density cannot be read by computers at the ICCB).

Submitting Data on Tape or 4MM or 8MM Cartridges. Place an external label on the outer rim of the case so the operator can make visual identification when pulling the tape or cartridge for processing. The label should include the district/college number and three alphanumeric characters. Do not use an internal label on tapes and cartridges. Each college should make certain that there are not duplicate external labeled media at the ICCB at any one time. Be sure to include a completed Transmittal Form with each submission.

Multiple files may be put on a single tape, cartridge, or diskette if the timing for submissions allows. For unrelated submissions, the data must be in separate files (e.g., A1 files and RAMP/CC files can be on the same media, but should be in different files). For submissions that contain multiple record types per submission (e.g., unit cost, S6/S7), include all records in one file.

Transmittal Form. A completed Transmittal Form must be submitted with tapes, cartridges, and diskettes. A copy of the form is on page 10. To complete the transmittal form provide the following information:

a. College Name
b. District/College Number
c. Date Submitted
d. File Description
    Record Type - S3, A1 etc.
    Number of Records - number of records in the file
    Term - if applicable, the term the data represents
    FY - fiscal year the data represents
    Record Length - length of the record (see *MIS Manual*)
    Block Size - for tape or cartridge, this must be a multiple of the record length
    New/Resubmission - first submission (new) or a **TOTAL** resubmission
e. External Label on the Tape or Cartridge
f. Person for ICCB Information Technology Staff to Contact if Questions Arise
g. Any Comments or Special Instructions

The college is responsible for preparing return packaging with sufficient postage (to cover the cost of mailing from the ICCB computer center to the college). Metered postage may be used only if it is not dated. Place the return packaging and a copy of the Transmittal Form in the package with the tape, cartridge, or diskette you are sending to the ICCB. If the packaging and/or postage is inadequate or missing, then no attempt will be made to mail the tape, cartridge, or diskette back to the college.

Mail the tape, cartridge, or diskette; the transmittal form; and the return envelope with postage to:

Production Controller
Technology Services
Illinois Community College Board
401 East Capitol Avenue
Springfield, Illinois 62701-1711

NOTE: **Dated metered postage must not be used.**

For assistance or questions about submitting data over the Internet or modem, contact:

Kevin Cain	(217) 782-3947 (kcain@iccb.state.il.us)
Kevin Everhart	(217) 782-3994 (everhart@iccb.state.il.us)
Candy Tempel	(217) 524-6894 (ctempel@iccb.state.il.us)

TRANSMITTAL FORM
DISKETTE/TAPE MAILINGS FOR ICCB MIS

a) College Name: ______________________________

b) District/College Number: ________

c) Date Submitted: __/__/__

d) File Description:

Sub-mission Type	Number of Records	Term	Fiscal Year	Record Length	Block Size	New/ Resubmission

e) Tape External Label: ______________________________

f) Person to contact about submission: ______________________

Phone Number: __________________

E-mail Address: __________________

g) Comments/Special Instructions: ______________________

****** FOR ICCB OFFICE USE ONLY ******

Date Processed:	/ /	File Name:	
	/ /		
	/ /		
	/ /		
Date Received:	/ /		
Date Released:	/ /		

SELECTED ICCB REPORT DATA TABLES AVAILABLE ON DISKETTE

Data tables from selected ICCB reports are available to the colleges in computer-readable form in Quattro Pro for Windows format. Currently, *Data and Characteristics* and the *Fall Salary Survey Report* data tables are available in computer-readable form. Data tables on diskette are available generally within a few weeks after the hard copy of the report has been mailed to the colleges in the system.

Follow these steps to receive tables from these reports on diskette:

1. Send a blank, formatted high density 3½ inch diskette that can be read by an IBM compatible microcomputer (if you are requesting the data book tables, please send two diskettes);
2. Enclose a self-addressed envelope with return postage; and
3. Forward your request to:

   Production Controller
   Technology Services
   Illinois Community College Board
   401 East Capitol Avenue
   Springfield, Illinois 62701-1711

FAX MACHINE AVAILABILITY

The ICCB has a facsimile (Fax) machine in the office. The general principles for using the ICCB Fax machine are:

1. The Fax machine is intended for use when immediacy of transmission is a necessity. If the materials do not have to be received before two or three days, they should be sent through the mail.
2. Materials to be transmitted should generally be limited to 15 pages or less.
3. Please include a cover transmittal sheet with each Fax. Most colleges have transmittal sheets which generally include the date, addressee's name, sender's name and telephone number, number of pages (including the transmittal form) being sent, and a comments section.
4. The phone number to the ICCB's Fax machine should not be given to for-profit organizations. The ICCB's Fax number is (217) 524-4981.

SOFTWARE BEING USED INTERNALLY AT THE ICCB OFFICE

Staff have received inquires about the software packages being used internally at the ICCB offices. For local convenience, several colleges have expressed an interest in knowing the extent to which various software under consideration for local purchase are compatible with software in use at the ICCB. Contact ICCB Technology Services at (217) 785-0123 if you are interested in a list of software being used in the ICCB offices. The colleges will, of course, continue to purchase whatever software best meets their needs.

INTERNET HOMEPAGE

The Illinois Community College Board has created an internet homepage for the system which is available at the following address: www.iccb.state.il.us The ICCB Homepage contains a variety of useful information about the system and the Board.

EMAIL ADDRESS NAMING CONVENTIONS FOR ICCB STAFF

ICCB staff internet email addresses are available on the ICCB Homepage at www.iccb.state.il.us/ bdstaff.html **Generally**, the following standardized naming convention is used: first initial last name@ iccb.state.il.us. In instances where the last name is eight characters or longer, only the first eight characters of the last name are used.

SECTION II

Classification Structure

ICCB-MODIFIED NCHEMS

PROGRAM CLASSIFICATION STRUCTURE (PCS)

CAMPUS

1.0 Instruction	2.0 Research	3.0 Public Service	4.0 Academic Support	5.0 Student Service	6.0 Institutional Support	7.0 Independent Operations	8.0 Scholarships & Fellowships	9.0 Capital Outlay and Purchase for Resale **
1.1 Baccalaureate Instruction* 1.2 Occupational 1.3 Community Education 1.4 Remedial* 1.5 General Studies* 1.6 Vocational Skills* 1.7 Adult Basic Ed.* 1.8 Adult Secondary Ed. 1.9 English As A Second Language	2.1 Institutes & Research 2.2 Individual or Project Research	3.1 Patient Services 3.2 Community Services 3.3 Cooperative Extension Services 3.4 Public Broadcasting Services	4.1 Libraries 4.2 Museums & Galleries 4.3 Audiovisual Services 4.4 Computing Support 4.5 Ancillary Support 4.6 Academic Admin. 4.7 Course & Curriculum Development 4.8 Academic Personnel Development	5.1 Student Service Admin. 5.2 Social and Cultural Development 5.3 Counseling and Career Guidance 5.4 Financial Aid Admin. 5.5 Student Auxiliary Services 5.6 Intercollegiate Athletics 5.7 Student Recruitment, Admissions and Records	6.1 Executive Management 6.2 Fiscal Operations 6.3 General Admin. Serv. 6.4 Logistical Services 6.5 Physical Plant Operations 6.6 Faculty & Staff Auxiliary Serv. 6.7 Public Relations and Development	7.1 Institutional Operations 7.2 Outside Agencies	8.1 Scholarships 8.2 Fellowships	9.1 Cost of Purchase for Resale 9.2 Capital Expenditures 9.3 Capital Cost, Building & Land Improvement 9.4 Capital Cost, Equipment

*Denotes ICCB modification

**Additional program used in the NCHEMS IEP listing

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A CLASSIFICATION OF INSTRUCTIONAL PROGRAMS (CIP) CODING SYSTEM

Major modifications to the national Classification of Instructional Programs (CIP) coding structure were implemented in Illinois in fiscal year 1993. The listing in Appendix A reflects these changes. Since the Illinois community colleges receive state funding based on course enrollments through credit hour grants, it was necessary to expand several fields of the CIP system to facilitate the classification of individual courses. "See also" references are made to assist colleges in locating the probable classification of curricula and courses on the Generic Course List. The national CIP has been edited as follows:

- CIP codes no longer being used are italicized followed in parentheses by the CIP number where discontinued courses and curricula have been reassigned (e.g., Management, Office Occupations and Systems, Allied Health and Health Sciences);
- Codes preceded by an asterisk are specific to Illinois -- any data reported to the federal government under IPEDS will be recoded as indicated in parentheses;
- Code numbers that are not to be used are identified.

PCS-CIP CODING STRUCTURE

The first digit of the PCS code refers to the major programs (objectives) of a postsecondary institution. The major programs have been defined by PCS as:

1.0 Instruction
5.0 Student Services
2.0 Research
3.0 Public Service
4.0 Academic Support
6.0 Institutional Support
7.0 Independent Operations
8.0 Scholarships and Fellowships

The second number in the code is used to specify subprograms (subobjectives of the programs). The instruction program contains the following subprograms:

1.0 General Associate Degrees (AGE, ALS, AGS)
1.1 Baccalaureate/Transfer Instruction
1.2 Occupational/Technical Instruction
1.3 Community Education (noncredit)
1.4 Remedial Education (not to be used for student classification) (see page 21)
1.5 General Studies (course and certificate designation)
1.6 Vocational Skills
1.7 Adult Basic Education
1.8 Adult Secondary Education
1.9 English As A Second Language

A program category is a classification of similar or related activities by discipline area or major function. In the Instruction, Research, Public Service, and Academic Support programs, the coding of the program category corresponds to the standard taxonomy of fields of study used in the Classification of Instructional Programs (CIP). Six digits are used to denote specific discipline or occupational areas.

Example:	1.1	240101	Baccalaureate/Transfer Instruction--Associate in Arts
	1.2	521501	Occupational/Technical Instruction--Real Estate
	1.2	511601	Occupational/Technical Instruction--Registered Nursing
	4.1	000000	Academic Support--Libraries
	5.3	000000	Student Services--Student Counseling

A listing of CIP codes in numerical order is located in Appendix A.

PCS AND CIP CODING

Listed below are the valid CIP codes within each PCS category:

Curriculum/Course Categories	PCS	CIP
General Associate (AGS, ALS, AGS)	1.0	24.0102*
Baccalaureate/Transfer	1.1	01.xxxx-05.xxxx, 09.xxxx, 11.xxxx, 13.xxxx-14.xxxx, 16.xxxx, 19.xxxx, 22.0102*, 23.xxxx-24.xxxx, 26.xxxx-28.xxxx, 30.xxxx-31.xxxx, 36.0108, 38.xxxx, 40.xxxx, 42.xxxx, 44.xxxx-45.xxxx, 50.xxxx, 51.xxxx, 52.xxxx
Occupational/Technical	1.2	01.xxxx, 03.xxxx, 08.xxxx-10.xxxx, 12.xxxx, 13.1501, 15.xxxx, 20.xxxx, 22.xxxx-27.xxxx, 30.xxxx, 31.xxxx, 38.xxxx, 40.xxxx-52.xxxx
Community Education (noncredit)	1.3	01.xxxx-52.xxxx
Remedial Education	1.4**	32.0101*, 32.0103, 32.0104, 32.0108, 32.0113
General Studies (Nonfundable)	1.5	01.xxxx-52.xxxx
Vocational Skills	1.6	01.xxxx, 03.xxxx, 08.xxxx-10.xxxx, 12.xxxx, 15.xxxx, 20.xxxx, 23.xxxx, 25.xxxx, 27.xxxx, 31.xxxx, 32.0105*, 40.xxxx, 41.xxxx, 43.xxxx-44.xxxx, 46.xxxx-52.xxxx
Adult Basic Education	1.7	32.011x, 32.012x
Adult Secondary Education	1.8	32.013x
English As A Second Language	1.9	32.014x, 32.015x, 32.016x, 33.0102

*Curriculum CIP only.

**This category is NOT to be used as a program classification for students in ICCB submissions. Students who are only enrolled in remedial courses should be classified as course enrollees in the program in which they intend to enroll if they are not already in a program.

ICCB FUNDING CATEGORIES BY PCS AND CIP*

Funding Categories	PCS and CIP Codes
1. Baccalaureate and General Academic	All courses with PCS Code 1.1 and all courses with PCS 1.2 and 1.6 NOT listed in #2, 3, and 4 below (i.e., 23.xxxx, 24.xxxx, 26.xxxx, 27.xxxx, 38.xxxx, 40.xxxx, 42.xxxx, 45.xxxx, 50.0101-50.03xx, 50.0701-50.9999).
2. Business and Service Occupational and Vocational	Occupational Career courses with PCS 1.2 and CIP codes: 08.0101-08.0708, 08.0799-08.1099, 08.1200-09.9999, 12.0101-12.0299, 12.0401-12.0404 12.0406-12.0499, 12.0507-12.999, 13.xxxx, 20.0000-20.0299, 20.0602, 20.0701-20.9999, 22.xxxx, 25.xxx, 30.xxxx, 31.xxxx, 43.xxxx-44.xxxx, 51.0205, 51.0702, 52.01xx-52.0406, 52.0408-52.11xx, 52.1301-52.9999. Vocational Skills courses with PCS 1.6 and CIP codes above.
3. Technical Occupational and Vocational	Occupational Career courses with PCS 1.2 and CIP codes: 01.xxxx, 03.xxxx, 08.0709, 08.11xx, 10.xxxx, 12.0501-12.0506, 15.xxxx, 20.0300-20.0601, 20.0603-20.0699, 41.xxxx, 46.xxxx-49.xxxx, 50.0401-50.06xx, 52.0407, 52.12xx. Vocational Skills courses with PCS 1.6 and CIP codes above.
4. Health Occupational and Vocational	Occupational Career courses with PCS 1.2 and CIP codes: 12.03xx, 12.0405, 51.01xx-51.0204, 51.0206-51.0701, 51.0703-51.9999. Vocational Skills courses with PCS 1.6 and CIP codes above.
5. Remedial Education	All courses with PCS 1.4.

Funding Categories	PCS and CIP Codes
6. Adult Basic/Adult Secondary Education, English As A Second Language	All courses with PCS 1.7, 1.8, and 1.9.

* Note that General Studies (PCS 1.5) and Continuing Education (PCS 1.3) courses are not fundable through ICCB credit hour grants.

PROCEDURES FOR THE CLASSIFICATION OF STUDENTS BY CURRICULUM

In order to provide a classification system for community college students that is consistent among colleges, identifies "course enrollees" by their primary area of study, and is convenient to use, the ICCB MIS procedures for classification of students by curriculum are as follows:

STUDENTS WITH A DECLARED CURRICULUM--A student should be considered a curriculum enrollee only if:

- The student is formally admitted into a curriculum (transfer or occupational) that has established entrance/admission criteria. (Example: If a nursing curriculum requires special admissions criteria, students who have not been formally admitted should not be coded as nursing majors.)
- The student states an intent in a curriculum that does not require formal admission.
- The student takes a sequence of courses which, combined with the student's educational intent, enables the institution to determine the specific curriculum of enrollment.

General Associate Degree Curricula

General Education---(PCS 1.0, CIP 24.0102)---This curriculum is used to classify students who have been admitted to or have declared a major in the college's approved Associate in General Studies degree curriculum. This curriculum is individually designed by mutual agreement between the student and his/her college-appointed advisor to meet the student's educational intent. Other titles used are the Associate in General Education or the Associate in Liberal Studies.

Transfer Curricula

Transfer Education---(PCS 1.1, curriculum-specific CIP)---These curricula are used to classify students who have been admitted to or have declared a major in one of the college's approved transfer associate degree curricula.

Occupational Curricula

Occupational Education---(PCS 1.2, curriculum-specific CIP)---These curricula are used to classify students who have been admitted to or have declared a major in one of the college's approved occupational certificate or associate degree curricula.

ABE/ASE/ESL Program Categories

Adult Basic Education--(PCS 1.7, CIP 32.011x, Beginning -- grade equivalent 0 to 5.9, or PCS 1.7, CIP 32.012x, Intermediate -- grade equivalent 6.0 to 8.9)--This category is used to classify students enrolled primarily in basic education courses at the elementary through junior high school level (the highest level of courses would be 8.9). Only include those students whose primary or native language is English. ABE students in ESL programs should be coded separately.

Adult Secondary Education--(PCS 1.8, CIP 32.013x, grade equivalent 9.0 to 12 +)--This category is used to classify students enrolled primarily in courses designed for preparation for the General Educational Development Exam (GED) or in high school level courses. Only include those students whose primary or native language is English. ASE students in ESL programs should be coded separately.

English As A Second Language--(PCS 1.9, CIP 32.014x = Beginning -- Level 1 CELSA/MELT score O-V, PCS 1.9, CIP 32.015x = Intermediate -- Level 2 CELSA/MELT score VI-VII, PCS 1.9, CIP 32.016x = Advanced -- Level 3 CELSA/MELT score VIII and above) This category should only be used for students whose primary or native language is NOT English or who come from an environment where a language other than English is dominant and are experiencing sufficient difficulty speaking, reading or writing or understanding English to impair their ability to successfully learn in college level classes.

Remedial Program Category

Remedial Education---(PCS 1.4, CIP 32.0101)---This category is NOT to be used to classify students. Students who are enrolled only in remedial courses should be classified as course enrollees in the program area in which they intend to enroll if they are not already in a program.

Vocational Skills Categories

The following vocational skills categories are used to classify students who are enrolled primarily in vocational skills (PCS 1.6) courses to review or upgrade present vocational skills on a full- or part-time basis or to learn a specific, short-term occupational skill. Students classified in these categories are reported to ISBE as "course enrollees."

Vocational Skills in Agricultural Occupations---PCS 1.6, CIP 01.9999
Vocational Skills in Marketing/Distribution Occupations---PCS 1.6, CIP 08.9999
Vocational Skills in Technical Occupations---PCS 1.6, CIP 15.9999
Vocational Skills in Home Economics Occupations---PCS 1.6, CIP 20.9999
Vocational Skills in Trade/Industrial Occupations---PCS 1.6, CIP 48.9999
Vocational Skills General---PCS 1.6, CIP 32.0105
Vocational Skills in Health Occupations---PCS 1.6, CIP 51.9999
Vocational Skills in Business Occupations---PCS 1.6, CIP 52.9999

General Studies Certificates and Degrees

The six general studies certificates listed below are used to classify students who are enrolled primarily in general studies (PCS 1.5) courses on a full- or part-time basis:

Awareness and Personal Assessment---PCS 1.5, CIP 37.0101
Intellectual and Cultural Studies---PCS 1.5, CIP 24.0103

Personal Health, Improvement, and Maintenance---PCS 1.5, CIP 34.0103
Parks, Recreation, and Leisure Studies---PCS 1.5, CIP 33.0101
Homemaking---PCS 1.5, CIP 20.0103
Improving Family Circumstances---PCS 1.5, CIP 20.0102

STUDENTS WITHOUT A DECLARED CURRICULUM--Many students attend community colleges to take one or several courses to meet their own objectives with no intention of completing a specific curriculum. Classifying these students into a curriculum that they have not declared inflates enrollment data and greatly reduces completion rates for that curriculum. College officials need to be especially careful about this coding to provide an accurate portrayal of enrollment and completion in the federal Student Right-to-Know reporting. Two types of course enrollee categories, occupational and transfer, are available for coding these students.

Enrollees in Occupational (1.2) Courses

Occupational curriculum majors are reported to the Illinois State Board of Education's (ISBE) Workforce Preparation Partnership Division (formerly known as DAVTE) and are included in follow-up studies. Course enrollees are reported as enrollments in occupational areas (VEDS form, Part III) but are not included in the calculation of completion or employment rates. Community colleges are not expected to follow up on "course enrollees."

The following occupational classifications are designed for students who are enrolled in occupational (1.2) courses but have not been admitted to or have not declared a specific curriculum. Students who wish to take only a few courses for learning new skills which may be useful in their occupation are to be classified as listed below, depending upon the particular area in which a majority of their courses are being taken:

Vocational Agriculture Course Enrollees---PCS 1.2, CIP 01.9999
Vocational Marketing Course Enrollees---PCS 1.2, CIP 08.9999
Vocational Media Course Enrollees---PCS 1.2, CIP 10.9999
Vocational Engineering Technology Course Enrollees---PCS 1.2, CIP 15.9999
Vocational Home Economics Course Enrollees---PCS 1.2, CIP 20.9999
Vocational Library Course Enrollees---PCS 1.2, CIP 25.9999
Vocational Recreation Course Enrollees---PCS 1.2, CIP 31.9999
Vocational Science Technology Course Enrollees---PCS 1.2, CIP 41.9999
Vocational Protective Service Course Enrollees---PCS 1.2, CIP 43.9999
Vocational Public/Social Service Course Enrollees---PCS 1.2, CIP 44.9999
Vocational Construction Trades Course Enrollees---PCS 1.2, CIP 46.9999
Vocational Mechanics/Repairers Course Enrollees---PCS 1.2, CIP 47.9999
Vocational Precision Production Course Enrollees---PCS 1.2, CIP 48.9999
Vocational Transportation Course Enrollees---PCS 1.2, CIP 49.9999
Vocational Allied Health Course Enrollees---PCS 1.2, CIP 51.9999
Vocational Business Course Enrollees---PCS 1.2, CIP 52.9999

To add one or more of the 1.2 course enrollee categories to the college's ICCB MIS Curriculum Master File, submit a Form 22 showing the desired college prefix and number. Since these are not curricula, no credit hours are attached.

Enrollees in Transfer (1.1) Courses

For students who enroll in transfer courses but do not plan to complete an associate degree (i.e., course enrollees), the ICCB MIS classification category is BAC 101: Transfer Course Enrollees; PCS 1.1, CIP 24.0104. Since this is NOT a curriculum, no credit hours are attached.

SECTION III

Data Explanations, Formats, and Definitions

COURSE ENROLLMENT AND RESOURCES (S3, S6, S7) DATA

The course enrollment and resources data are used to determine enrollment (credit hour) based funding and facilities utilization (class size). In addition to the usual credit hour claim, the S3 records now are being used to report those students who are eligible for ISBE enrollment formula funding through the Vocational Education Act (VEA) for occupational courses, excluding those students who are residents of correctional centers. The eligibility requirements are noted in the S3 format section with a more detailed explanation in the Special Explanations Section. The S3 data are due within 30 days after the end of each term.

Course resource (S6) data are required only for fall term of each year. These data are used to determine average class size and class size categories as presented in the annual Data and Characteristics of Illinois Public Community College System book. These data also are used in special studies.

The S7 record is used for facility utilization reports and for that reason is associated primarily with a room rather than a particular course. It is used for an "Open" classroom or lab situation in which multiple courses are using the room on an "Open" basis. The "Open" concept should be limited to those classrooms and labs which have self-instruction materials and/or an instructor present during those days and times that the room is declared as "Open."

Due to the complexity of these data files, a section discussing various S data situations is located immediately following the S formats. Please read this section carefully.

S3 Submissions and the Course Approval Process

Each S3 record submitted to the ICCB is processed against the course master file which should be kept current by the district. The beginning and ending dates for each course must be planned and communicated with all college staff. If a college has any potentially problematic course master file changes, they are encouraged to attach a brief narrative description of the desired modification(s) to help ICCB staff appropriately implement them.

The computer program that processes S3 data calculates a midpoint date based on the beginning and ending dates submitted on each individual S3 record. That midpoint date is compared to the beginning, ending, or withdrawal dates on the course master file. The calculated midpoint date must fall within the approved dates on the course master file in order to be eligible for state funding. Therefore, college staff should carefully plan and clearly communicate course master file changes across the institution and monitor the subsequent offering of specific courses to students.

If simple modifications made to the course master file--such as changes in title, prefix, number or curriculum assignment--are not done carefully, they will result in a college not having a claimable course on file for a given semester. All of these changes require knowing exactly when a specific change will be implemented at the college. Changes must be reflected accurately in the effective and ending dates of a particular version of each course. Failure to consider these elements of the Course

Master File change may result in credit hours being ineligible for funding. Every college is encouraged to take extra care when course changes are made and to utilize the ICCB credit hour claim computer edit program to eliminate problems when S3 credit hour claims are submitted.

ICCB Course Processing Changes/Clarifications That May Impact S3 Claims

The ICCB will assist the colleges in making certain changes to the Course Master File by the following:

Addition of new courses. ICCB will allow a 30-day grace period from the time a new course begins until the Form 11 to add the course is received at the ICCB for processing. This is intended to specifically accommodate short notice business-related courses, mail delivery delays, and other extenuating circumstances subject to review by ICCB on a case-by-case basis.

Course changes identified during the semester the course is offered. ICCB will allow corrections to the course master file prior to the end of the current semester. Use of edit checks by the college and extending the time allowed for course changes until the end of the semester should reduce the number of instances of ineligible credit hours appearing on the instructional credit (S3) claim report.

Course changes. (A new sequence is created when there are changes to a course prefix and/or number, credit hours, PCS/CIP/ID funding category, or variable and repeatable status.) The ICCB will allow no more than 30-day overlap for the requested ending date of the current sequence and the effective date of the new sequence. If college officials think more of an overlap is necessary, as in the case of changing curricula and students needing to complete the original program requirements, the ICCB recommends creating a separate course rather than changing the existing course.

COURSE SECTION ENROLLMENT (S3) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: S
2	2	1	Record Number: 3
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-12	5	Course Prefix (Left justified alpha/numeric)
6	13-16	4	Course Number (Left justified alpha/numeric)
7	17-21	5	Course Section Identifier: Five-digit section identification code. (Left justified alpha/numeric) Note: You may submit only one S3 record per section.
8	22	1	Credit Hour Claim Period 1 - Summer 3 - Fall — Sequential 4 - Winter — Within a 6 - Spring — Fiscal Year
			---------- End of Key Area ----------
9	23-30	8	Course Section Beginning Date: Eight-digit numeric field, 9 (8) in YYYYMMDD form. This date is required for the computer program (e.g., for July 1, 1995, enter 19950701). The Course Beginning Date on the ICCB Course Master File must be prior to the starting date of any section of the course to qualify for funding.

COURSE SECTION ENROLLMENT (S3) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH		SUBJECT
10	31-38	8		Course Section Ending Date: Eight-digit numberic field, 9 (8) in YYYYMMDD form. This date is required for the computer program (e.g., for August 15, 1995, enter 19950815). A course must have approved status as of this date. Therefore, a course which is being withdrawn must not be withdrawn (have a course ending date) prior to the end of the term in which the course is offered.
11	39-42	4		Course Section Credit Value: Courses with variable credit must have each credit hour value as a separate section. (Two decimal places, precede with zeroes.) Report in semester hours if on semester system or quarter hours if on quarter system. Nonvariable course credit hours must match the credit hour value on the course master file.
12	43-46	4		Total Number Enrolled: Total number of students enrolled. Should be the sum of Items 13, 14, 15, 16, and 17. (Right justified numeric, precede with zeroes.)
13	47-50	4	*	Total In-District ICCB Reimbursable Enrollment: (Right justified numeric, precede with zeroes.)
14	51-54	4	*	Total Out-of-District ICCB Reimbursable Enrollment: (Right justified numeric, precede with zeroes.)
15	55-58	4	*	Total In-District ICCB Nonreimbursable Enrollment: (Right justified numeric, precede with zeroes.)
16	59-62	4	*	Total Out-of-District ICCB Nonreimbursable Enrollment: (Right justified numeric, precede with zeroes.)
17	63-66	4	*	Total Out-of-State Enrollment: (Does not qualify for funding.) (Right justified numeric, precede with zeroes.)

*Determination of residency for submission of S3 data should be in accordance with the RESIDENCY DEFINITIONS in ICCB Rule 1501.501 (see Appendix B). Determination of reimbursable student credit hours must be accomplished on a student-by-student basis. The following definition will help guide you in that determination, but is in no way all inclusive:

Reimbursable students include those (1) certified by their instructor as being in attendance at midterm by including a certification statement on the midterm class roster signed and dated by the instructor, or (2) not certified as being in attendance on the midterm class rostebut have completed the course subsequent to midterm with a passing grade, and (3) who are residents of the State of Illinois, and (4) who only repeat courses in accordance with ICCB Rule 1501.507c6 (see Appendix B).

Refer to ICCB Rule 1501.507 for complete requirements for determining the reimbursable eligibility of students and their related generated credit hours.

COURSE SECTION ENROLLMENT (S3) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			columns 69 and 70-78. All other fields should be zero filled. Do not code open laboratories (computer labs, science labs, occupational/vocational labs, etc.) and clinical experience (health careers, etc.) courses as being team taught. Only identify the primary instructor/supervisor for open laboratory classes and clinical experience courses. Updates should be submitted for Team Teacher records using column 80 as with all other records.
23	84	1	Telecommunications Distance Learning Identifier: Indicate if instruction in the course was provided via interactive (two-way communications) telecommunications technology (e.g., fiber optic cable, microwave, broadband, etc.) and whether your college was the sending or receiving institution. The sending institution transmits the programming signal to the receiving institution. 0 - No. Interactive telecommunications technology was not used for instruction in this course. 1 - Yes. Sending Institution. Interactive telecommunications technoloy was used for instruction in this course. Your college was the sending/ transmitting institution. 2 - Yes. Receiving Institution. Interactive telecommunications technology was used for instruction in this course. Your college was the receiving institution. 3 - Yes. Both Sending and Receiving. Interactive telecommunications technology was used for instruction in the course. Your college was both the sending and receiving institution (e.g., transmission between the main campus and an in-district extension center).
24	85	1	Course Location Code - Indicate the type of location where the course was offered. 1 - On-campus facility 2 - Off-campus facility 3 - Out-of-district facility 4 - Out-of-state (in U.S.) 5 - Foreign Countries (outside the U.S.) 6 - Other (For courses offered by television, newspaper, correspondence, or other home-study methods)

COURSE SECTION ENROLLMENT (S3) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
18	67-69	3	Total ISBE Vocational Education Reimbursable Enrollment: (Right justified numeric, precede with zeroes.) NOTE: These are the students that are also counted in items 13 and 14 above. ICCB reimbursable students (excluding correctional institution residents) in Funding Category 2, 3, and 4 courses are eligible for ISBE Vocational Education funding if their CURRICULUM assignment is one of the following: (A) Occupational Program Enrollees 1.2 PCS, (B) Occupational Course Enrollees 1.2 and 1.6 PCS, (C) Adult Basic Education Enrollees 1.7 PCS, (D) Adult Secondary Education Enrollees 1.8 PCS, (E) English as a Second Language 1.9 PCS
19	70-72	3	Total State and Federal Correctional Institution, ICCB Reimbursable Enrollment: (Right justified numeric, precede with zeroes.) This number should reflect the total ICCB reimbursable enrollment generated at federal and Illinois Department of Corrections facilities. The enrollments are not limited to a specific PCS or other criteria.
20	73	1	Employment Status: F - Full-time Faculty P - Part-time Faculty
21	74-82	9	Faculty Social Security Number: Nine-digit numeric
22	83	1	Team Teacher Information: T - indicates the record contains information about a Team Teacher. The "T" should appear only on the second or subsequent records for the same section. All other sections should have a blank in this field. Occasionally, courses in community colleges are "team" taught by two or more instructors. For classes with multiple instructors, the initial S3 record should be completed as usual. An additional record for the same course should be submitted for each additional instructor. Second or later records for the same course necessitated by multiple instructors should only include the following: a "T" in column 83, information in the first eight items of the S3 record - the key area - which includes columns 1-22, and the instructor's employment status and social security number in

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			2 - Interactive Instructional Television/Distance Learning. Includes fully interactive video courses provided via two-way video two-way audio compressed video telecommunications technology. Also includes one-way video/two-way audio which provide for immediate interaction with students. 3 - Broadcast Television/Audio – One-way audio/video broadcast, cable and satellite TV or via Radio. 4 - Stored Media – Courses taught primarily through instructional audiotapes, videotapes CD-ROM, DVD, other stored disc/media technology. 5 - Internet-Based Course – Courses in which asynchronous Internet/World Wide Web serves as the primary delivery method for instruction. 6 - Correspondence - Courses provided in print via the mail, fax, etc. 7 - Other

COURSE SECTION ENROLLMENT (S3) FORMAT

(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
25	86-87	2	High School/Community College Dual Credit Count (Numeric 99) -- Provide a count of dual enrollment students. Dual credit enrollment occurs when a high school student participates in a community college course where the high school and college have both agreed to grant credit for successfully completing the course (refer to Appendix B).
26	88	1	Course Conducted at the East St. Louis Community College Center. Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois College, Shawnee Community College, Kaskaskia College, etc.) There is an interest in separately identifying students served at the Community College Center in East St. Louis. Most community colleges will zero fill this data item. 0 = Not Applicable. Course not conducted at the East St. Louis Community College Center. 1 = Yes. Course conducted at the East St. Louis Community College Center.
27	89	2	Instructional Type (Alphabetic, one-digit code) L - Lecture (Formal or Large Group Lecture) D - Discussion/Lecture S - Seminar X - Laboratory/Laboratory-Discussion I - Independent Study (Includes stored media, internet-based, and correspondence courses - see Item #28) E - Internship, Field Experience, Other Special Experiences O - Other
28	90	1	Predominant Technology Used for Instructional Delivery (Numeric, one-digit code) 1 - Traditional. Face-to-face/in person classroom instruction where the instructor and students are in the same physical location. Most courses will use this code.

COURSE ENROLLMENT AND RESOURCES (S6) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: S
2	2	1	Record Number: 6
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-12	5	Course Identification Prefix: Alpha/numeric prefix is first part of course identification number. Must be left justified.
6	13-16	4	Course Identification Number: Alpha/numeric course number is second part of course identification number. Must be left justified.
7	17-21	5	Course Section Identifier: Five-digit alpha/numeric section identification code. (Section identification codes of the same course must be unique.) Must be left justified.
8	22	1	Credit Hour Claim Period/Instruction Term Codes: *3 - Fall
9	23-27	5	"In Conjunction With" Course Identification Prefix. Leave blank if primary course. If not primary course, enter Course Prefix of primary course if this course is taught in the same place and at the same time as the primary course. (Designate one course as the Primary Course and report the other courses as In-Conjunction-With the Primary Course.) Must be left justified.
10	28-31	4	"In Conjunction With" Course Identification Number. Leave blank if primary course. If not primary course, enter course number of Primary Course with which this course is being taught in conjunction. Must be left justified.

*S6s are required only for the fall semester.

COURSE ENROLLMENT AND RESOURCES (S6) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	32-36	5	"In Conjunction With" Course Section Number. Leave blank if primary course. If not primary course, enter section number of the primary course with which this course is being taught in conjunction. Must be left justified.
12	37	1	Instructional Type Codes: L - Lecture (Formal or Large Group Lecture) D - Discussion/Lecture S - Seminar X - Laboratory/Laboratory-Discussion I - Independent Study E - Internship, Field Experience, Other Special Experiences 0 - Other
13	38	1	Predominant Technology Used for Instructional Delivery (Numeric, one-digit code) 1 - Traditional. Face-to-face/in person classroom instruction where the instructor and students are in the same physical location. Most courses will use this code. 2 - Interactive Instructional Television/Distance Learning. Includes fully interactive video courses provided via two-way video two-way audio compressed video telecommunications technology. Also includes one-way video/two-way audio which provide for immediate interaction with students. 3 - Broadcast Television/Audio – One-way audio/video broadcast, cable and satellite TV or via Radio. 4 - Stored Media – Courses taught primarily through instructional audiotapes, videotapes CD-ROM, DVD, other stored disc/media technology. 5 - Internet-Based Course – Courses in which asynchronous Internet/World Wide Web serves as the primary delivery method for instruction. 6 - Correspondence - Courses provided in print via the mail, fax, etc. 7 - Other

14	39-41	3	Facility Identifier (Location Prefix): Location of Facility: (Facility, building and room data must match data on the facility inventory for all on-campus facilities.) Must be left justified. Columns (39, 40, 41) - Must be filled in with one of the following: ONC - On-campus facility OFF - Off-campus facility ODX - Out-of-district facility OSX - Out-of-state (in U.S.) FOR - Foreign Countries (outside the U.S.) OTH - Other (For courses offered by television, newspaper, correspondence, or other home-study methods.)

COURSE ENROLLMENT AND RESOURCES (S6) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			Note: The above facility codes cannot be left blank.
15	42-44	3	Facility Identifier (I.D. #): Facility I.D. is a three-digit alpha numeric code. Must be completed for all on-campus facilities. Optional for other facilities. Example: If a college has three off-campus facilities 1, 2, and 3 in town B and county A, they may wish to code them as follows: OFF AB1, OFF AB2, and OFF AB3.
16	45-50	6	Building Identifier: Building Identification Codes Locally Assigned Buildings must have unique identification codes. Building Identification Codes are required for all on-campus buildings but are optional for off-campus and out-of-district facilities. On-campus facilities data are necessary for facility inventory and utilization reports which are essential for capital development requests. This field may not be left blank. Left justified.
17	51-54	4	Room Identifier: Room Identification Number. All rooms in a given building must have unique identification numbers. Room numbers are required for all courses in on-campus buildings. This field may not be left blank.
18	55-62	8	Meeting Days

Column	Code	Day
55	S	Sunday
56	M	Monday
57	T	Tuesday
58	W	Wednesday
59	H	Thursday
60	F	Friday
61	A	Saturday
62	O	Open

ITEM	COLUMN	FIELD LENGTH	SUBJECT
19	63-66	4	Meeting Time - From HH:MM format 12:00 Midnight = 2400

COURSE ENROLLMENT AND RESOURCES (S6) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			8:00 a.m. = 0800 12:00 Noon = 1200 4:00 p.m. = 1600 For "Open" meeting days and "To Be Arranged" time schedules, enter the number of hours and minutes of expected student attendance per week. In most cases this would be the minimum number of hours expected of all students, although some students might spend much more time per week at their own option. (Note: An S7 record is needed for Open Labs and Open Classrooms.) Examples: "Open" Class - 3 hours of expected attendance per week enter 0300 "To Be Arranged" - scheduled 4½ hours of expected attendance enter 0430
20	67-70	4	Meeting Time - To HH:MM format; for "Open" and "To Be Arranged" schedules enter TBA (left justified). Examples: 9:30 a.m. = 0930 2:00 p.m. = 1400 Open = TBA To Be Arranged = TBA
21	71-80	10	Do Not Use

OPEN CLASSROOM/LAB (S7) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: S
2	2	1	Record Number: 7
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-12	5	Course Identification Prefix: Alpha/numeric prefix is first part of course identification. Must be left justified.
6	13-16	4	Course Identification Number: Alpha/numeric course number is second part of course identification number. Must be left justified.
7	17-21	5	Course Section Identifier: Five-digit alpha/numeric identification code. (Section identification codes of the same course must be unique.) Must be left justified. Note: The S7 is for use in facility utilization reports and for that reason is associated primarily with a room rather than a particular course. In an "Open" classroom or lab situation in which multiple courses are using the room on an "Open" basis, only one S7 record might be submitted for that room. Therefore, items 5-6-7 need not be filled in with an actual course identification but may be used to specify that this is a special situation such as "Open S7" in Columns 8-16. Also note that the use of the "Open" concept should be limited to those classrooms and particularly labs which have self-instruction materials and/or an instructor present during those days and times that the room is declared as "Open."
8	22	1	Credit Hour Claim Period/Instruction Term Codes: *3 - Fall
9	23-30	8	Usage Beginning Date: Eight-digit numeric field, 9(8). Beginning date that this classroom was used in the "Open" mode in YYYYMMDD format (e.g., for a classroom that was first used in the "Open" mode on July 1, 1995, enter 19950701).

*S7s required only for the fall semester.

OPEN CLASSROOM/LAB (S7) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
10	31-38	8	Usage Ending Date: Eight-digit numeric field, 9(8). Ending date that this classroom was used in the "Open" mode in YYYYMMDD format (e.g., for a classroom with a usage ending date in the "Open" mode on August 15, 1995, enter 19950815).
11	39-40	2	Do Not Use
12	41	1	Instruction Type: L - Lecture (Formal or Large Group Lecture) D - Discussion/Lecture S - Seminar X - Laboratory/Laboratory-Discussion I - Independent Study E - Internship, Field Experience, Other Special Experiences 0 - Other
13	42	1	Predominant Technology Used for Instructional Delivery (Numeric, one-digit code) 1 - Traditional. Face-to-face/in person classroom instruction where the instructor and students are in the same physical location. Most courses will use this code. 2 - Interactive Instructional Television/Distance Learning. Includes fully interactive video courses provided via two-way video two-way audio compressed video telecommunications technology. Also includes one-way video/two-way audio which provide for immediate interaction with students. 3 - Broadcast Television/Audio – One-way audio/video broadcast, cable and satellite TV or via Radio. 4 - Stored Media – Courses taught primarily through instructional audiotapes, videotapes CD-ROM, DVD, other stored disc/media technology. 5 - Internet-Based Course – Courses in which asynchronous Internet/World Wide Web serves as the primary delivery method for instruction. 6 - Correspondence - Courses provided in print via the mail, fax, etc. 7 - Other

14	43-45	3	Facility Identifier (Location Prefix): (Note that facility, building, and room data must match data on the facility inventory file for all on-campus facilities.) Columns 36, 37, 38 must be filled in with one of the following: ONC - On-campus OFF - Off-campus ODX - Out-of-District OSX - Out-of-State FOR - Foreign OTH - Other
15	46-48	3	Facility Identifier (I.D.#): The facility identifier as reported on the facility inventory file and the S6 record.

OPEN CLASSROOM/LAB (S7) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
16	49-54	6	Building Identifier: The building identifier as reported on the facility inventory file and the S6 record.
17	55-58	4	Room Identifier: The room identifier as reported on the facility inventory file and the S6 record.
18	59-66	8	Meeting Days: Use standard positional code (see page 34, Item 18 of this manual for codes) to show what days this room is in an "Open" situation.
19	67-70	4	Meeting Time-From: Time (HHMM) that the room begins to be in an "Open" mode.
20	71-74	4	Meeting Time-To: Time (HHMM) that the room ceases to be in an "Open" mode.

If the classroom or lab is available for "Open" use in various blocks of time during the day or at different times or different days, multiple S7s may be necessary. Examples -- If classroom 104 is in an "Open" mode on MWF from 10:00 a.m. until 2:00 p.m. and on Tuesdays and Thursdays from 8:00 a.m. until 12:00 p.m., then two S7s would be necessary for this room:

Room I.D.	Meeting Days	Meeting Time From	Meeting Time To
	Record 1		
104	M W F	1000	1400
	Record 2		
104	T H	0800	1200

Similarly, if classroom 106 is in an "Open" mode on MWF from 10:00 a.m. until 2:00 p.m. and 4:00 p.m. until 6:00 p.m., two S7s would be necessary.

OPEN CLASSROOM/LAB (S7) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT			
			Room I.D.	Meeting Days	Meeting Time From	Meeting Time To
				Record 1		
			106	M W F	1000	1400
				Record 2		
			106	M W F	1600	1800
21	75-80	6	Do Not Use			

COURSE ENROLLMENT AND RESOURCES (S3, S6, S7)
EDIT AND UPDATE PROCEDURES

The S3, S6, and S7 edit and update listing will identify errors in order to make error identification and correction easier. The format for the edit listing will be such that any record containing a detectable error will be listed and xxx will be printed underneath the fields which are in error. An example of this would be:

```
                                                            Reim    Reim
Type  School  Course   Section  Term  BegDat  EnDate  Credit  TotEnr  InDist  OutDist
 1-2    3-7    8-16    17-21    22    23-30   31-38   39-42   43-46   47-50   51-54

 S3   50101  Math101   A304     9   840101  840501   3000    A030    0025    0005
             xxxxxxx            x                    xxxx
```

Edit Listing

A list of each record and the associated reasons for errors is outlined below:

S3 Record Errors (for the edit)

Field	Column	Reason
Type	1-2	Does not contain 'S3.'
School	3-7	Does not contain valid district/college number.
Course	8-16	The course as submitted is not present in this form on the ICCB Course Master. Check for justification and spelling.
Section	17-21	Contains all blanks.
Term	22	Term is not 1, 3, 4, 6.
Begin Date	23-30	Date is not numeric.
End Date	31-38	or Date is not in YYYYMMDD form.
Credit	39-42	Credit hours not numeric OR credit hours do not match ICCB Course Master based upon the beginning and ending dates of the section compared to the effective dates on the Course Master.
Total Enroll	43-46	Field not numeric OR sum of other headcounts do not match this field.
In-Dist Reim	47-50	Field not numeric.

Field	Column	Reason
Out-Dist Reim	51-54	Field not numeric.
In-Dist Non Reim	55-58	Field not numeric.
Out-Dist Non Reim	59-62	Field not numeric.
Out-State	63-66	Field not numeric.
ISBE	67-69	Field not numeric OR number greater than total ICCB reimbursable enrollment.
Corrections	70-72	Field not numeric OR number greater than reimbursable out-of-district enrollment.
East St. Louis	88	Field nor 0 or 1. Course Location Code not = 3 (out of district)
Instruc Type	89	Code not L, D, S, X, I, E, O or blank.
Tech for Instruc Delivery	90	Code not 1 through 7 or blank or Telecommunications Distance Learning Identifier (Col 84) > 0 and Predominant Technology Used for Instructional Delivery (Col 90) not = 2.

S6 Record Errors (for the edit). Note that individual S3 records will NOT be printed for records that ONLY have errors in the Faculty Social Security Number, Employment Status, Telecommunications Distance Learning Identifier, or Course Location Code fields. Many colleges are not supplying complete data in these fields which was causing a large volume of individual records to be included in these four fields. Your efforts to supply complete information in these fields will be appreciated.

Field	Column	Reason
Type	1-2	Does not contain 'S6.'
School	3-7	Does not contain valid district/college number.
Course	8-16	The course as submitted is not present in this form on the ICCB Course Master. Check for justification and spelling.
Section	17-21	Contains all blanks.
Term	22	Term is not 1, 3, 4, 6.

Field	Column	Reason
In Conjunction	23-36	The course, if submitted, is not present in this form on the ICCB Course Master. Check for justification and spelling.
Instruc Type	37	Code not L, D, S, X, I, E, O, or blank.
Tech for Instruc Delivery	38	Code not 1 through 7 or blank.
Facility/Bld/Room	39-54	Location prefix not ONC, OFF, ODX, OSX, FOR, OTH, OR, if ONC is specified, the FACIL, BLDG, and Room codes do not match the Facility Master File.
Meeting Days	55-62	Codes are not S, M, T, W, H, F, A, O in their proper position.
Meeting Time-From	63-66	Not numeric OR outside a valid range OR outside valid range OR not in HH:MM format if 'TBA' is not specified in 'Meeting Time-To' field. Hours 0 or greater than 25. Minutes greater than 59.
Meeting Time-To	67-70	Not numeric other than 'TBA' OR if numeric, not in HH:MM format. Hours 0 or greater than 25. Minutes greater than 59.

S7 Record Errors (for the edit)

Same as S6, except that Course IDs are not checked and 'Meeting Time-From' and 'Meeting Time-To' fields must be in HH:MM format.

COURSE ENROLLMENT (S3) INSTRUCTIONAL CREDIT HOUR CLAIM REPORT COMMENT CODES

The S3 Instructional Credit Hour Claim Report will summarize courses identified as "invalid courses" at the front of the report. The far right column will list a comment to assist in identifying the reason for the course being classified as "invalid." Following is a listing of possible comments and their explanation:

Field	Comment	Explanation
Course Prefix-Number	No fil	Not found on Course Master File.
PCS-CIP	PCSCIP	PCS-CIP code on Course Master File not valid.
Beginning and Ending Dates	Ef Date	Midterm date calculated, based on beginning and ending dates, is outside the date authorized on Course Master File.
Credit Hours	NV	Course credit hours as submitted do not match credit hours on Course Master File. Course not approved to be offered for variable credit.
	V	Course is approved for variable credit offering.
	CR > Max.	Course section approved for variable credit offering exceeds the maximum approved credit hours.
APV	No Fnd.	Not fundable, community service courses.

NOTE: Only one comment will be printed on the invalid course list for course sections containing multiple errors. For a comprehensive identification of errors, refer to the master edit report.

SPECIAL EXPLANATIONS FOR COURSE ENROLLMENT AND RESOURCES DATA

REPORTING ISBE VOCATIONAL EDUCATION FUNDING CLAIMS VIA ICCB S3 RECORDS

Through a cooperative agreement between the Illinois Community College Board and the Illinois State Board of Education (ISBE), the colleges report their Vocational Education Act course enrollment funding claims using the ICCB S3 format. A summary report showing annual enrollments in CIP order will be produced by the ICCB from the S3 records and sent to the colleges for signature verification. Upon return of the signed reports, the ICCB will submit the colleges' claims to ISBE. The midterm class list should reflect the PCS of the curriculum in which the student is officially enrolled. Do not report a student's curriculum as 1.4 Remedial. ISBE auditors need the funding category code of the class on the midterm class list to complete their audits. A sample midterm class list appears on the next page. The colleges should retain midterm class lists for records and audits by the ICCB and/or ISBE.

Courses eligible for Vocational Education Act funding will be only those classified by the ICCB in one of the following three occupational funding categories - funding categories 2, 3, and 4. Students eligible for Vocational Education Act funding must meet the requirements for ICCB credit hour grant funding (Section 1501.507c, *Administrative Rules of the Illinois Community College Board*). In addition, their curriculum assignment must be one of the following:

1. Occupational Curriculum Enrollees - 1.2 PCS
2. Occupational Course Enrollees - 1.2 and 1.6 PCS
3. Adult Basic Education Enrollees - 1.7 PCS
4. Adult Secondary Enrollees - 1.8 PCS
5. English As A Second Language - 1.9 PCS

Students who are correctional institution residents will continue to be claimed through the Department of Corrections and should be excluded from the count of students eligible for Vocational Education Act funding (Item 18).

REPORTING LARGE GROUP LECTURE--SMALL SECTION LAB COMBINATIONS VIA S3 AND S6 RECORDS

To accurately reflect facility and resource utilization for Laboratory-Lecture classes which have a large group lecture class on one or more days per week and separate small laboratory sections meeting at different times and/or in different facilities, each section must be reported as a unique section on the S3 records. The S6 resource records that correspond to each S3 record will then represent the resources that this section utilized.

Note that if an S3 is prepared for the large lecture section, the enrollment distributions cannot be allocated to the laboratory sections by the S6 records because the S3 contains the enrollment data.

SAMPLE MIDTERM CLASS LIST

Course ID: ELEC 101
Course Title: Electronics
Course Section: A
Course Credit Hours: 3
Instructor: Mr. John James

Beginning Date of Class: August 29, 1984
Midterm Date of Class: October 11, 1984
Ending Date of Class: December 13, 1984
Funding Category: 3

	Student's Name	SS#	Student's Program	PCS of Program	Residency Code	Repeat/ Auditor	Withdrawal Date	Comments
1.	Sam Smith	123-45-6789	Nurs AAS	1.2	1			
2.	Ann Jones	124-45-6789	Weld CRT	1.2	2			
3.	Jim Student	224-46-6790	Elec AAS	1.2	1	R/E		
4.	Dave Davis	226-46-6790	AA 101	1.1	1			
5.	Matt Houston	306-42-6780	ASE 400	1.8	1		10-01-93	
6.	Roger Ross	309-46-8888	ABE 100	1.7	1	R/I		
7.	Tim Brown	391-81-6666	Occp Course	1.2	1			
8.	Mary Green	358-18-3000	Voc Sk	1.6	1	A		
9.	Joe Black	122-86-2104	Elec AAS	1.2	1			
10.	Jane Robinson	118-61-2814	Elec AAS	1.2	1			
11.	Susan Kelly	135-36-2141	Elec AAS	1.2	2			
12.	John Konarcik	358-62-8105	Elec AAS	1.2	1			
13.	Frank Lane	618-62-8006	Elec AAS	1.2	1			

Number of students attending as of midterm ____________.

"I hereby certify that the above listed students, except those noted otherwise, are currently enrolled and actively pursuing completion of the course at midterm and I have proper documentation to support this certification."

Instructor's Signature ____________________

Date ____________

Example:

Lecture Section A		
Chemistry 101--4 cr. hrs. (.25 FTE) (all sections) (53 students)	-	Lecture Monday, Wednesday, Friday 8:00 - 9:00 a.m. in Room 150
Lab Section B (15 students)	-	Tuesday & Thursday 8:00 - 9:00 a.m. in Room 152
Lab Section C (20 students)	-	Tuesday 6:00 - 8:00 p.m. in Room 152
Lab Section D (18 students)	-	Monday and Wednesday 9:00 - 10:00 a.m. in Room 152

S3 and S6 Records Needed

RECORD	COURSE #	SECTION	CR. HOUR	#OF STUDENTS	DATA SHOWN
S3	Chem 101	A	4	53	
S6	Chem 101	A			Monday, Wednesday, Friday; Lecture 8:00 - 9:00 a.m. in Room 150
S3	Chem 101	B	0	15	
S6	Chem 101	B			Tuesday & Thursday; Laboratory 8:00 - 9:00 a.m. in Room 152
S3	Chem 101	C	0	20	
S6	Chem 101	C			Tuesday; Laboratory 6:00 - 8:00 p.m. in Room 152
S3	Chem 101	D	0	18	
S6	Chem 101	D			Monday & Wednesday; Laboratory 9:00 - 10:00 a.m. in Room 152

EXAMPLES OF USING S3 AND S6 RECORDS IN SEVERAL DIFFERENT SITUATIONS

The following examples are suggested methods for claiming credit hours and reporting resources for several different types of instructional arrangements:

Independent Study

Example: Five students are enrolled in History 299-Special Projects during the fall semester on an independent study basis.

- Submit an S3 record for these five students as a unique section.
- Submit an S6 record designating that the instructional type is I-independent study. If the Meeting Days are O-open, leave Meeting Time and Facility blank.

Variable Credit Courses

Courses offered for variable credit must have unique sections for each credit value given.

Example: Typing 101 offered for variable credit up to a maximum of 4 credit hours.

Typing 101	Section A1	---	1 Credit Hour
Typing 101	Section A2	---	2 Credit Hours
Typing 101	Section A3	---	3 Credit Hours
Typing 101	Section A4	---	4 Credit Hours

- Submit S3 record for each section.
- Submit S6 record for each section but designate Section A1 as the primary course and report the other sections as "in-conjunction with" Section A1.
- Credit hours claimed for funding on S3 records should match credit hours attempted by students.

Open Enrollment - Variable Entry-Variable Exit

Since each course section has unique beginning and ending dates, a unique section would seem essential for almost every student enrolled in "variable entry-variable exit" type courses. However, since an enrollment period in a regular term lasts for at least a week and since the course duration in open enrollment situations must be estimated (based on the average length of time that it takes 95 percent of the students to complete the course), a practical approach is to create a new section for each week of enrollment.

Example:

Art 132 Variable Entry-Variable Exit

Week #1	Art 132	Section 1A
Week #2	Art 132	Section 1B
Week #3	Art 132	Section 1C

- Submit S3 record for each section.
- Submit S6 record for each section but designate one section as primary course and use the "in-conjunction with" feature for other sections.
- Procedures for claiming sections for funding.

1. Sections are to be claimed as part of the regular credit hour claim ifthe midpoint of the course falls on or before the mid-point of the normal term during which the course is offered.
2. If the mid-point of a section falls after the mid-point date of a normal term but on or before the last date of the claim period, the section is to be claimed as part of the supplemental claim.
3. A section that has its mid-point fall after the end of a normalterm should be claimed as part of the regular claim of the next claim period.

To Be Arranged and Open Classroom Procedure

The user may add a "To Be Arranged" class or an "Open" class in several different ways. The recommended way to add a "TBA" class is to put "TBA" in the "Meeting Time - To" field (Columns 67-70) of the S6 record. If the user knows the number of hours that will be required, he may put this amount in the "Meeting Time - From" field (Columns 63-66). In this case, the weekly student hours column will be incremented but not the weekly room hours column since the class times are not definitely scheduled and may overlap with another scheduled class. (See Figure 1.)

If an "Open" class is to be input, the recommended method will be to put an alphabetic "0" in the eighth position of the "Meeting Days" field (Column 62). The program will then ignore any time punched in the "Meeting Days" field of the output report. If no numeric value is placed in the "Meeting Time - From" field (Columns 63-66) of the S6 record, then "TO BE ARR" will appear in the "Meeting Time" field of the output report. If a numeric value is put in the "Meeting Time - From" field of the S6 record, then this amount of hours will be added to the weekly student hours column but not to the weekly room hours column since no specific room usage time has been scheduled.

The "Open" option also may be used with the "TBA" option put in the "Meeting Time - To" field (Columns 67-70). In this case, the user should put an alphabetic "0" in Column 62, the course hours required in Columns 63-66, and "TBA" in Columns 67-70. "OPEN" will be printed in the "Meeting Days" field of the output report, the course hours in the "Beginning Time" field, and the characters "HRS TBA" following this. The weekly student hours column will again be incremented, but not the weekly room hours column.

The S7 record is to be used in conjunction with "Open" classes and "Open Lab" classes to add to the weekly room hours column. This record should be used to indicate times a room is open to student usage, although not in conjunction with a formal class presentation, as indicated on the S6 record. The S7 record should be used with specific meeting days and times only. The "Open" option and the "To Be Arranged" option should not be used since this record is to be used in conjunction with records already using these options.

FIGURE 1

ILLUSTRATION OF "OPEN" CLASSROOMS AND "TO BE ARRANGED" SCHEDULES UTILIZATION ON FIUS60 FOR ONE ROOM

	STA-TIONS	COURSE	SECT.	DAYS	TIME	STU-DENTS	WEEKLY ROOM HOURS	WEEKLY STUDENT HOURS
ROOM	30	MATH 100	A	M W F	0800-0930	30	4.5	135.0
ONCL A 100		MATH 200	A	T H	0800-0930	20	3.0	60.0
		*OPEN 57	1	MTWHF	1000-1400	--	20.0*	--
TYPE		MATH 220	B	OPEN	0300 HRS-TBA	25	--	75.0*
110		MATH 220	C	OPEN	0300 HRS-TBA	15	--	45.0*
		MATH 220	D	OPEN	0300 HRS-TBA	30	--	90.0*
SQUARE		MATH 220	E	OPEN	0300 HRS-TBA	20	--	60.0*
FEET		PHYS 110	A	MTWHF	1420-1520	25	5.0	125.0
700		PHYS 280	B	T H	0400 HRS-TBA	10	--	40.0*
		HIST 100	N	M W	1800-2000	26	4.0	104.0
		HIST 102	C	T H	1800-2000	24	4.0	96.0
		ROOM OCC.					40.5	830.0

ROOM OCC. 74.5% STA. OCC. 52.2%

*Without the "Open Lab"
and the "TO BE ARRANGED"
features the Utilization
Rate would be:
ROOM OCC = 37.7%
STA OCC = 32.7%

ROOM UTILIZATION RATE = 53 HOURS

ADDITIONAL INFORMATION ABOUT S6 RECORDS WHEN MULTIPLE RECORDS ARE NEEDED

General Principle

Each S6 record is associated with a unique S3 record. If for a given course section (S3) record there are multiple rooms or multiple meeting times, then multiple S6 records are needed for each difference. The multiple S6 records add to the information provided in the original S6 record regarding facilities and meeting times. Due to the complexity of the S6 record, it is suggested that in the case of multiple S6 records all fields on all records be filled with data and no data fields be omitted on any record.

Reporting Facilities Utilization in Modular Areas

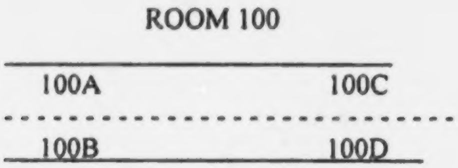
For modular areas of buildings which have the flexibility of being used for one room, two rooms, four rooms, etc. as desired and as needed, the question arises as to how these facilities should be reported on the S6 records to accurately reflect their utilization. The following guidelines are suggested for this situation:

> Consider the entire area as one room (similar to gymnasium for PE purposes).
>
> Report all classes that meet in the modular area. This will show how many students use the area for how many hours each day.
>
> If two or more classes meet in the area at the same time but as separate classes, do not use the in-conjunction-with feature. Simply report the room used at the same time by all classes. The inventory data for that room should show that it has the flexibility of housing more than one class at a time. See the example on the next page for clarification.

NOTE: The room identifier must match the room inventory data on R3 record.

REPORTING COURSE ENROLLMENTS IN LARGE OPEN ROOMS THAT CAN BE SUBDIVIDED INTO TWO OR MORE SMALL ROOMS

The ICCB Facility Utilization Programs are designed to correctly report usage in large open classroom areas which can be subdivided into two or more classrooms provided that the course enrollment data show the entire large classroom area. For example, if Room 100 is a large area that can be divided into as many as four separate classroom areas, the facility inventory should show Room 100 with its entire area and its entire number of stations. (See figure below.)



The four possible divisions, 100A, 100B, 100C, and 100D, may be used for scheduling if desired but should not be included on the facility inventory nor on the S6 record of the course enrollment data. The ICCB Facility Utilization Program will enable a number of different courses to use the same room at the same time. In so doing, the program accounts for the number of hours that the room is used without duplication, and it credits all of the student contact hours that are produced within the room. (Even if only one section of Room 100 is being used, the entire Room 100 gets credit for room usage; however, the station utilization will be accurately reflected.) Shown below is a sample from the ICCB Utilization Program FIUS60 which shows a large classroom area being used for one or more classes at a time.

```
                                          STUDENTS     WEEKLY           WEEKLY
 COURSE    SECT    DAYS       TIME        ENROLLED   ROOM HOURS     STUDENT HOURS

MTH 099     01    M W F    1200-1250        26          3.0              78.0
MTH 130     02     T H     1300-1450        26          4.4             114.4
MTH 140     03    M W      1300-1450        20          4.4              88.0
MTH 110     04    M W F    1300-1350        32          1.0              96.0
MTH 114     04    M W F    1300-1350        22                           66.0
MTH 110     05     T H     1400-1515        31          3.0              93.0
MTH 114     05     T H     1400-1515        26                           78.0
PSY 101     06    M W F    1400-1450        27          3.0              81.0
MTH 150     02    M        1500-1650         6          2.2              13.2
ECO 101     02    M W      1830-1945        26          3.0              78.0
MTH 099     02     T H     1830-1945        27          3.0              81.0
MTH 110     06     T H     1830-1945        31                           93.0
MTH 114     06     T H     1830-1945        17                           51.0
MTH 131     01    M W      2000-2150        21          4.4              92.4
MTH 132     01    M W      2000-2150        13                           57.2
BUS 242     41     T H     2000-2115        13          3.0              39.0
COM 102     04    M W      2000-2115        20                           60.0
MTH 099     03     T H     2000-2115        26                           78.0
COM 111     05    M W      2130-2245        17          3.0              51.0
ROOM OCC.    169.5%       STA. OCC.     102.1%         67.8           2,449.2
```

PROCEDURE FOR INCLUDING NONCREDIT CLASSES FOR SPACE UTILIZATION AT ON-CAMPUS FACILITIES

Noncredit classes offered by the college at its facilities <u>may be reported</u> to the ICCB and included in the ICCB space utilization reports produced through the MIS system.

To qualify for utilization purposes, the noncredit courses must meet the following criteria:

1. Be offered at an on-campus facility owned or leased by the college.
2. Be a course for which registration and tuition/fees are required for each individual student.
3. Be a course which is recorded on a student's individual permanent academic record maintained by the college.

To report enrollments in noncredit courses for space utilization purposes, the college shall do the following:

1. Submit a list of the noncredit courses to the ICCB MIS for inclusion on the ICCB Course Master File. NOTE: A college can submit a few noncredit courses with generic titles for this purpose or a list of all the different noncredit courses offered by the college. Noncredit courses are coded with a 1.3 PCS code and are classified as "nonfundable" for grant certification purposes. The ICCB Generic Course List should be used to obtain the correct CIP code for the various noncredit courses.

2. Submit course enrollments (S3 data) for each noncredit course offered at an on-campus facility during the fall term. NOTE: Utilization reports are done only for the fall term.

3. Submit course resource (S6 data) information that will show the days and hours each of the courses (for which S3 data were submitted) meets and the room and building used for the same fall term.

The list of noncredit courses on the ICCB Generic Course List is shown below:

I.D. #	Title
13 360000	Used for All 1.3 Curses
13 360102	Crafts
13 360103	Games
13 360104	Hobbies
13 360105	Home Decorating and Maintenance
13 360106	Nature Appreciation
13 360107	Pet Care
13 360108	Sports/Recreation
13 360109	Travel
13 360110	Other

FACILITY INVENTORY

The purpose of the ICCB Facility Inventory is to provide data about the status of the facilities in the public community colleges of Illinois and to produce more appropriate facility utilization reports. To provide for these purposes, it will be essential to develop a facility inventory for all on-campus and off-campus facilities. The Facility Inventory consists of these files: facility (F3 and F6 records), building (B3 records), and room (R records) files.

On-campus facilities are those facilities which are located either on the site where state funds have been appropriated for the construction of permanent facilities or at the legal address of the institution. Off-campus facilities are those located at other sites throughout the district where either state funds were appropriated or local funds allocated for the construction, lease, or purchase of a branch, extension, or outreach center.

The facility records (F3 and F6) contain data relative to cost, year of construction, ownership, and condition. Hence, although it is possible for a facility to include more than one building, if any of the above data are unique for a building then each building should be considered to be a separate facility. In some cases, it might even be desirable to consider a wing of a building to be a separate facility, such as when the wing of a building constitutes a separate building project.

Facility inventory data needs to be updated only as new buildings are added to the campus or remodeling makes it necessary. This update should be submitted no later than **September 1** of each year to ensure current inventory and utilization data.

Facility Location Definitions

Facilities, Foreign -- Facilities which are located outside of the United States.

Facilities, Off-Campus -- Facilities located within the community college district's boundaries other than on the primary/main campus. Include extension centers, branch campuses, and leased or rented sites in this category.

Facilities, On-Campus -- Facilities located on the college's campus. This category is limited to the college's primary/main facilities.

Facilities, Out-of-District -- Facilities which are located outside of the community college district's boundaries but within the state.

Facilities, Out-of-State -- Facilities which are located outside of Illinois but within the United States.

FACILITY INVENTORY (F3) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: F
2	2	1	Record Number: 3
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-10	3	Facility Identifier (Location Prefix): Must contain one of the following codes: ONC - On-Campus OFF - Off-Campus ODX - Out-of-District OSX - Out-of-State FOR - Foreign
6	11-13	3	Facility Identifier (I.D. #): Must contain locally assigned facility identifier (must be unique). (Left justified alpha/numeric). Should be same identifier as appears on S6 record.
7	14-23	10	Do Not Use

--- End of Key Area ---

ITEM	COLUMN	FIELD LENGTH	SUBJECT
8	24-59	36	Facility Name: Locally assigned facility name. Left justified
9	60-67	8	Facility Abbreviation: Locally assigned facility abbreviation.
10	68-77	10	Location Codes: Institutionally determined for local use.
11	78-79	2	Do Not Use
12	80	1	Update Code: A - Add C - Change D - Delete

FACILITY INVENTORY (F6) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: F
2	2	1	Record Number: 6
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single campus districts.)
5	8-10	3	Facility Identifier (Location Prefix): Must contain one of the following: ONC - On-Campus OFF - Off-Campus ODX - Out-of-District OSX - Out-of-State FOR - Foreign
6	11-13	3	Facility Identifier (I.D. #): Unique facility name or number. (Left justified alpha/numeric). Must contain locally assigned identifier of the facility (usually building identifier). Must match identifier used on F3 record.
7	14-21	8	Do Not Use
---------- End of Key Area ----------			
8	22-28	7	Gross Area: The sum of floor areas of the facility measured in terms of gross square feet. (Right justified numeric, precede with zeroes.)
9	29-32	4	Year of Construction: (Numeric, four digits) Year when facility was constructed (completed).
10	33-41	9	Book Value: (Right justified numeric, precede with zeroes.) The dollar amount carried by the institution on its financial records as the book value of the facility. Generally the original cost of construction plus remodeling or additions. Should not include movable equipment.

FACILITY INVENTORY (F6) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	42-50	9	Estimated Replacement Cost: The estimated cost to replace the facility at the time of the inventory or cost of leasing a leased facility. (Probably insured amount of owned facility.) (Right justified numeric, precede with zeroes.)
12	51	1	Ownership Code: (alpha) O - Owned Fee Simple (buildings which have no outstanding local or state bonded indebtedness). A - Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization). This would include all Capital Development Board projects until state and local bonds are retired. It also would include locally funded projects until local bond issues are retired. H - Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Include lease-purchase arrangements.) Illinois Building Authority Projects. L - Not owned by the institution, but leased or rented to the institution at a typical local rate. C - Not owned by the institution, but made available to the institution either at no cost or at a nominal rate. S - Not owned by the institution, but shared with an educational organization that is not a postsecondary educational institution. T - Not owned by the institution, but shared with another postsecondary educational institution. X - Other (e.g., not owned by the institution, but shared with a noneducational institution).
13	52	1	Condition Code: S Satisfactory- Suitable for continued use with normal maintenance. A Remodeling- Requires restoration to present acceptable standards without major room use change, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility.

FACILITY INVENTORY (F6) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH		SUBJECT
			B Remodeling-	Requires major updating and/or modernization of the facility. The approximate cost of Remodeling B is greater than 25% but not greater than 50% of the estimated replacement cost of the facility.
			C Remodeling-	Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility.
			D Demolition-	Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories S, A, B, and C. If a facility is scheduled for demolition, its condition is recorded as "demolition" regardless of its condition.
			T Termination-	Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over S, A, B, and C. If a facility is scheduled for termination, its condition is recorded as "termination" regardless of its condition.
14	53	1	Functional Suitability: Institutionally defined rating for the appropriateness of the facility to its assigned activity. S - Satisfactory M - Needs major renovation E - Needs fixed equipment I - Inadequate	

FACILITY INVENTORY (F6) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
15	54-59	6	Facility Inventory Date: (6 digit numeric using a four-digit year format YYYYMM). Current date when the inventory is being done (e.g., for August 1997 use 199708).
16	60-64	5	Local Funds: (Numeric, precede with zeroes.) Amount in thousands of dollars obtained from local funds for the book value of this facility.
17	65-69	5	State Funds: (Numeric, precede with zeroes.) Amount in thousands of dollars obtained from state funds for the book value of this facility.
18	70-74	5	Federal Funds: (Numeric, precede with zeroes.) Amount in thousands of dollars obtained from federal funds for the book value of this facility.
19	75-79	5	Other Funds: (Numeric, precede with zeroes.) Amount in thousands of dollars obtained from other sources such as private donations, foundations, etc.
20	80	1	Update Codes: A - Add C - Change D - Delete

BUILDING INVENTORY (B3) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: B
2	2	1	Record Number: 3
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-10	3	Facility Identifier (Location Prefix): Must contain one of the following: ONC - On-campus OFF - Off-campus ODX - Out-of-district OSX - Out-of-state FOR - Foreign
6	11-13	3	Facility Identifier (I.D. #): Must contain locally assigned facility identifier (must be unique). (Left justified alpha/numeric.) Should match identifier on F3 record.
7	14-19	6	Building Identifier: Locally assigned - alpha/numeric identifier of building (must be unique). (Left justified.)
8	20-23	4	Do Not Use
			---------- End of Key Area ----------
9	24-30	7	Assignable Area: All areas available to occupant, in square feet. (Right justified numeric, precede with zeroes.)
10	31-37	7	Nonassignable Area: All nonassignable area of a building, in square feet. Should equal sum of items 11, 12, 13, and 14. (Right justified numeric, precede with zeroes.)
11	38-43	6	Custodial Area: Custodial area of a building, in square feet. (Right justified numeric, precede with zeroes.)
12	44-49	6	Circulation Area: Nonassignable area--area in square feet required for physical access to some subdivision of space. (Right justified numeric, precede with zeroes.)

BUILDING INVENTORY (B3) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
13	50-55	6	Mechanical Area: Mechanical area of a building, in square feet. (Right justified numeric, precede with zeroes.)
14	56-61	6	Structural Area: Structural area of a building, in square feet. (Right justified numeric, precede with zeroes.)
15	62-63	2	Number of Levels: Number of floor levels in the building. (Right justified numeric, precede with zeroes.)
16	64	1	Structural Type: Numeric codes that designate the construction components of the building. 1 - Load-bearing masonry wall and steel 2 - Load-bearing masonry and reinforced concrete 3 - Steel skeleton and masonry walls 4 - Steel skeleton and curtain walls 5 - Reinforced concrete 6 - Wood frame 7 - Other
17	65-72	8	Initial Occupancy Date: Date the building was first occupied, in YYYYMMDD form.
18	73	1	Building Type: P - Permanent I - Interim (temporary) U - Not usable for any purpose
19	74-79	6	Do Not Use
20	80	1	Update Codes: A - Add C - Change D - Delete

Note: Check USDE Publication No. NCES 92-165, *Postsecondary Education Facilities Inventory and Classification Manual*, 1992, for detailed definitions, explanations, procedures, and reporting facility inventory concepts.

ROOM INVENTORY (R3) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: R
2	2	1	Record Number: 3
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-10	3	Facility Identifier (Location Prefix): Must contain one of the following: ONC - On-campus OFF - Off-campus ODX - Out-of-district OSX - Out-of-state FOR - Foreign
6	11-13	3	Facility Identifier (I.D. #): Must contain locally assigned identifier (must be unique). (Left justified alpha/numeric.) Should match identifier on F3 record.
7	14-19	6	Building Identifier: Locally assigned alpha/numeric identifier of building (must be unique). (Left justified.)
8	20-23	4	Room Identifier: Locally determined room identifier (must be unique). (Left justified alpha/numeric.)
-- End of Key Area --			
9	24	1	Do Not Use
10	25-27	3	Room Use: Primary use of rooms in accordance with the Higher Education Facilities Inventory and Classification Manual (Romney, 1972), Appendix 6.2; Pages 47-81. Must use one of the code numbers identified in this Appendix.
11	28-31	4	Room Use Description: Institutionally defined code to be used in addition to Room Use Type.

ROOM INVENTORY (R3) FORMAT
(Continued)

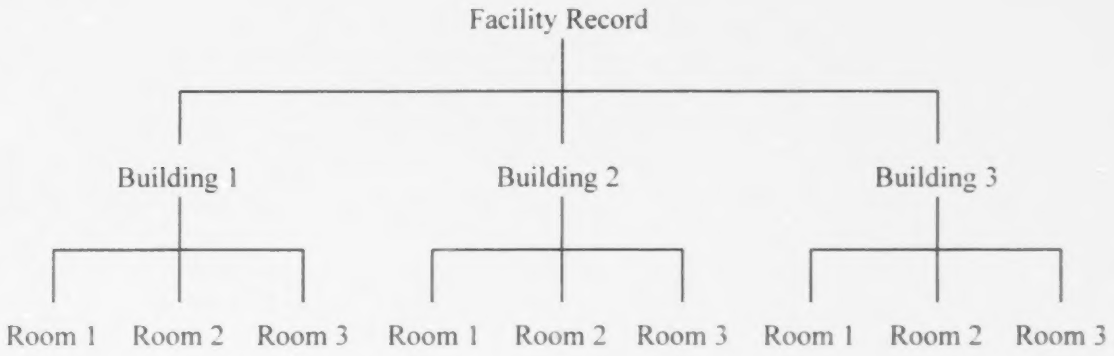
ITEM	COLUMN	FIELD LENGTH	SUBJECT
12	32-38	7	Assignable Square Feet (area): (Numeric, precede with zeroes.)
13	39-46	8	Organizational-Unit-Room: (Left justified alpha/ numeric.) An institutionally defined code (name) for the organizational unit to which the room is assigned.
14	47-48	2	Program Identifier: (Two-digit PCS Code) 1.1 General Academic 1.2 Occupational 4.1 Library 5.3 Counseling
15	49-52	4	Program Category: The first four digits of the CIP Code.
16	53-57	5	Design Capacity: (Numeric, precede with zeroes.) The number of stations which a room is designed to accommodate at one time when used in the manner originally intended.
17	58-62	5	Actual Number of Stations: (Numeric, precede with zeroes.)
18	63-66	4	Do Not Use
19	67	1	Station Type: (Alpha code) Institutionally defined type of station in a room.
20	68	1	Function Suitability: S - Satisfactory M - Needs Major Renovation E - Needs Equipment I - Inadequate
21	69	1	Room Accessibility: Accessibility to a wheelchair-bound person Y - Yes N - No X - Unknown

ROOM INVENTORY (R3) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
22	70-71	2	Special Facilities and Equipment Availability (Special Use Codes to be Developed)
23	72-79	8	Room Inventory Date: Eight-digit numeric field. 9 (8) in YYYYMMDD format. Provide the date of the room inventory (e.g., for October 14, 1994, enter 19941014). The date for all rooms on the existing R3 file will be globally changed to 19.
24	80	1	Update Codes: A - Add C - Change D - Delete

FACILITY INVENTORY EDIT AND UPDATE PROCEDURES

This system is not changed from its original design structure and will still be maintained by the ADD, CHANGE, DELETE philosophy. The structure of the facility file is a hierarchy as follows:



A delete at any level will delete that record and any record connected below it. It is conceivable that the entire file for a college could be wiped out by the delete of a given facility record (F3).

Following is a list of error messages associated with the facility edit program (FIUS10). They are self-explanatory.

Error Table	Record Column
Invalid Record Type	1-2
Invalid Update Code	80
Blank Dist-Campus Number	3-7
Blank Facility ID Prefix	8-10
Blank Facility Identif	11-13
Incorrect Facil Loca Code	8-10
Invalid Dist-Campus Numbr	3-7
Non-num Gross Area	24-30
Non-num Year Constructed	31-34
Non-num Book Value	35-42
Non-num Replacement Cost	43-50
Incorrect Ownership Code	51
Incorrect Condition Code	52
Incorrect Func Suitblty Cd	53
Non-num Facility Inv Dt	54-59
Non-num Locl Funds	60-64
Non-num State Funds	65-69
Non-num Federal Funds	70-74
Non-num Other Funds	75-79

Error Table	Record Column
Blank Building ID	14-19
Non-num Assignable Area	24-30
Non-num Non-assign Area	31-37
Non-num Custodial Area	38-43
Non-num Circulation Area	44-49
Non-num Mechanical Area	50-55
Non-num Structural Area	56-61
Non-num No of Levels	62-63
Incorrect Struc Type Code	64
Non-num Int Occupa Date	65-70
Incorrect Build Type Code	71
Blank Room Identifier	20-23
Non-number Room Use Code	25-27
Non-num Assign Sq Feet	32-38
Non-number Program ID	47-48
Non-number Program Cat	49-52
Non-num Design Capacity	53-57
Non-num No of Stations	58-62
Incorrect Suitability Code	70
Incorrect Rm Access Code	71
Non-num Rm Inv Date	74-79
Blank Facility Name	24-59
Blank Facility Abbrevia	60-67
Blank Location Code	68-77
Blank Gross Area	24-30
Blank Year Constructed	31-34
Blank Book Value	35-42
Blank Replacement Cost	43-50
Blank Ownership Code	51
Blank Condition Code	52
Blank Func Suitability Code	53
Blank Facility Inv Date	54-59
Blank Local Funds	60-64
Blank State Funds	65-69
Blank Federal Funds	70-74
Blank Other Funds	75-79
Blank Assignable Area	24-30
Blank Non-assign Area	31-37
Blank Custodial Area	38-43
Blank Circulation Area	44-49
Blank Mechanical Area	50-55
Blank Structural Area	56-61
Blank No of Levels	62-63
Blank Structural Type	64
Blank Int Occupancy Date	65-70

Error Table	Record Column
Blank Building Type	71
Blank Room Use Code	25-27
Blank Room Use Descript	28-31
Blank Assignable Sq Feet	32-38
Blank Organ-Unit-Rm Cd	39-46
Blank Program ID	47-48
Blank Prog Category Code	49-52
Blank Design Capacity No	53-57
Blank Actual No of Sta	58-62
Blank Station Type Code	69
Blank Functional Suitblty C	70
Blank Rm Accessiblty Code	71
Blank Sp Fac + Equip Av	72-73
Blank Room Inv Date	74-79
Blank Facility Identif	11-13

ROOM USE CATEGORIES FOR FACILITY INVENTORY DATA

100 Classroom Facilities
110 Classroom
115 Classroom Service

200 Laboratory Facilities
210 Class Laboratory
215 Class Laboratory Service
220 Open Laboratory
225 Open Laboratory Service
250 Research/Nonclass Laboratory
255 Research/Nonclass Laboratory Service

300 Office Facilities
310 Office
315 Office Service
350 Conference Room
355 Conference Room Service

400 Study Facilities
410 Study Room
420 Stack
430 Open Stack Study Room
440 Processing Room
455 Study Service

500 Special Use Facilities
510 Armory
515 Armory Service
520 Athletic or Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service
530 Media Production
535 Media Production Service
540 Clinic
545 Clinic Service
550 Demonstration
555 Demonstration Service
560 Field Building
570 Animal Quarters
575 Animal Quarters Service
580 Greenhouse
585 Greenhouse Service
590 Other (All Purpose)

600 General Use Facilities
610 Assembly
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facilities
635 Food Facilities Service
650 Lounge
655 Lounge Service
660 Merchandising
665 Merchandising Service
670 Recreation
675 Recreation Service
680 Meeting Room
685 Meeting Room Service

700 Supporting Facilities
710 Central Computer/Telecommunications
715 Central Computer/Telecom Services
720 Shop
725 Shop Service
730 Central Storage
735 Central Storage Service
740 Vehicle Storage
745 Vehicle Storage Service
750 Central Service
755 Central Service Support
760 Hazardous Materials
765 Hazardous Materials Service

800 Health Care Facilities
810 Patient Bedroom
815 Patient Bedroom Service
820 Patient Bath
830 Nurse Station
835 Nurse Station Service
840 Surgery
845 Surgery Service
850 Treatment/Examination
855 Treatment/Examination Service
860 Diagnostic Service Laboratory
865 Diagnostic Srvc. Lab Support Srvc.
870 Central Supplies
880 Public Waiting
890 Staff On-Call Facility
895 Staff On-Call Facility Service

900 Residential Facilities
910 Sleep/Study Without Toilet/Bath
919 Toilet/Bath
920 Sleep/Study with Toilet/Bath
935 Sleep/Study Service
950 Apartment
955 Apartment Service
970 House

000 Unclassified Facilities
050 Inactive Area
060 Alteration or Conversion Area
070 Unfinished Area

Nonassignable Area
WWW Circulation Area
XXX Building Service Area
YYY Mechanical Area

Structural Area
ZZZ Structural Area

FACULTY, STAFF, AND SALARY (C1 & C2) DATA

The Faculty, Staff, and Salary Survey submission uses three distinct formats -- one computer-readable format is for individual data (C1), a second computer-readable format is for summary- level data (C2), and a series of items are only submitted on paper. The General Information/Institutional Policies, a narrative on the differentiating factors between part- and full-time faculty, and a copy of the institution's salary schedule are only submitted in paper/hardcopy form.

Faculty, Staff, and Salary (C1 & C2) data are collected on all full- and part-time teaching faculty and staff employed by the college during the fall term of each fiscal year. Students in the college work-study program or casual employees (e.g., persons who are hired for very short duration such as those who help at registration time or to work in the bookstore for a few days at the start of the semester) are not considered part-time staff. This submission should include data on personnel employed (including those under contract, but not yet in the payroll system) by your institution as of October 1. These data are due in the ICCB office by October 15. Definitions to assist in coding are found on page 87. Community education (PCS = 1.3) faculty should not be reported in the Faculty, Staff and Salary data. Corrections faculty should be reported in the C1 table.

The following information is collected on the Faculty, Staff and Salary Summary Data (C2) format: Summary Salary Increase, Fringe Benefits, Classified Salary by Position, Overload Rates, and Part-time Employees.

Eight personnel categories form the basis of the classification scheme: teaching faculty, academic support staff, administrative staff, supervisory staff, professional/technical staff, clerical staff, custodial/maintenance staff, and other. These categories will be collapsed for reporting salary data to the IBHE and IPEDS.

The Faculty, Staff, and Salary (C1) submission provides the necessary data for ICCB staff to produce salary survey reports by college as required by the ICCB, IBHE and IPEDS (National Center for Education Statistics). Staffing data required by the ICCB and IPEDS will also be gathered through the combined submission.

If negotiations have not yet concluded for one or more employee groups, colleges should provide all available information to the ICCB by the submission due date. If college officials are not in a position to provide current salary increase data for selected employee groups, they should provide the salary data from last year for them. **Please advise the ICCB of how this was handled in the cover letter or email that accompanies your Faculty, Staff, and Salary submission.** If necessary, revised "current year" contractual base salary and salary increase data can be submitted at a later date prior to ICCB Salary Report publication. To make historical data comprehensive, colleges need to submit complete current year contractual base salary and salary increase data even if negotiations conclude after the ICCB publishes its report.

FACULTY, STAFF, AND SALARY DATA (C1)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: C
2	2	1	Record Number: 1
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero (01 for single-campus districts).
5	8-16	9	Social Security Number/Student Identifier: Nine-digit numeric.
6	17	1	Instructional Term of Submission: 1 - Summer 3 - Fall 4 - Winter 6 - Spring
7	18-19	2	Fiscal Year: For FY 1995 enter 95. Note: Fall term 1994 is FY 1995.

-- End of Key Area --

ITEM	COLUMN	FIELD LENGTH	SUBJECT
8	20	1	Sex: 1 - Male 2 - Female
9	21-28	8	Birthday: In year, month, day order - YYYYMMDD.
10	29	1	Ethnic/Racial Classification: 1 - Asian or Pacific Islander 2 - American Indian or Alaskan Native 3 - Black Non-Hispanic 4 - Hispanic 5 - White Non-Hispanic 6 - Nonresident Alien 7 - Refuse to Indicate/Unknown

FACULTY, STAFF, AND SALARY DATA (C1)
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	30	1	Highest Degree Earned:* (For Employment Classification 1-5 only) U - Unknown G - GED H - High School Diploma C - Certificate A - Associate Degree B - Bachelor's Degree M - Master's Degree P - First Professional Degree (Dental, Law, Medical, Pharmacy, Theology, Veterinary, etc.) D - Doctoral Degree O - Other S - Some (Persons who successfully passed at least one college-level course at a college or university but did not graduate.) N - None
12	31-36	6	Date of Initial Full-time Employment at College in Present Classification: (For employment classifications 1-5 only.) Put year and month in YYYYMM form. For July 1977 enter 197707. Use zeros for all part-time employees.
13	37	1	Employment Classification: Primary general area of employment at the college. 1 - Teaching Faculty -- PCS of primary employment should be 11 to 19 excluding 13. 2 - Academic Support -- PCS of primary employment should be 41 (librarians) or 53 (counselors). 3 - Administrative 4 - Supervisory 5 - Professional/Technical 6 - Clerical -- PCS of primary employment should be 66 (secretarial). 7 - Custodial/Maintenance -- PCS of primary employment should be 65 (grounds and facilities). 8 - Other

*Degree data not required for clerical, custodial/maintenance, or "other" employment classification categories.

FACULTY, STAFF, AND SALARY DATA (C1)
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
14	38	1	Employment Status: F - Full-time P - Part-time
15	39	1	Tenure Status One-digit numeric. Complete for faculty and other college employees who teach. Use zero for all part-time employees. 0 = Not Applicable. 1 = Nontenured, on Tenure Track 2 = Tenured 3 = NOT on Tenure Track, Nontenured
16	40-41	2	PCS Code of Primary Employment Area: Two-digit PCS Code of the Appointment (use for all faculty and staff). Must be 1.1-1.9 for Employment Classification 1. (pp 97-98) Examples: 11 - 1.1 Baccalaureate Instruction 61 - 6.1 Executive Administration 53 - 5.3 Counseling
17	42-49	8	PCS-CIP Code of Primary Teaching Area: Complete for teaching faculty and other college employees who teach part time in addition to their regular duties. Use the most specific PCS-CIP code appropriate for the faculty assignment. (Eight spaces are provided for two-digit PCS code and six-digit CIP codes; the PCS should be 1.1 through 1.9 only. Use only valid PCS-CIP combinations as indicated on page 17.) Examples: 11 - 260101 Biological Sciences 11 - 270101 Mathematics 12 - 511601 Nursing 12 - 511613 Practical Nursing 11 - 230101 English, Language, and Literature 12 - 081105 Travel Service Marketing Operations

FACULTY, STAFF, AND SALARY DATA (C1)
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
18	50-57	8	PCS Code of Secondary Teaching Area: (Optional) Complete for teaching faculty and other college employees who teach part time in addition to their regular duties. Use the most specific CIP code which is appropriate for the faculty assignment. See instructions for Item 17.
19	58-59	2	Noneducational Work Experience in Related Field: (For teaching faculty in occupational areas - PCS 1.2 only.) Enter number of years of practical related experience in industry or other related area (two-digit numeric). Leave blank if this does not apply. Example: 5 years enter 05 12 years enter 12
20	60-65	6	Date of Initial Full-time Employment in District: Six-digit numeric field, 6 (9), in YYYYMM format. (For current employment classifications 1 - 5 only regardless of initial position held.). For July 1983 enter 198307. Use zeros for all part-time employees.
21	66-71	6	Contractual Base Salary (Current Fiscal Year) (Six-digit numeric field, no decimals, right justified. Precede with zeros as needed.) Use zeros for all part-time employees. The base annual salary paid to the employee excluding fringe benefits, overloads, and extra assignments for the current fiscal year.
22	72-77	6	Total Salary Actually Earned/Paid in the Immediate Past Fiscal Year (Six-digit numeric field, no decimals, right justified. Precede with zeros as needed.) The annual fiscal year salary actually paid to an employee during the previous fiscal year. Similar to the W-2 type salary but on a fiscal year basis. Include overloads and extra assignments (gross, gross salary). Include all part-time employees.
23	78-79	2	Months in Base Contract (Two-digit numeric field, no decimals, right justified. Precede with zeros as needed.) Use zeros for all part-time employees.

FACULTY, STAFF, AND SALARY DATA (C1)

(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
24	80-83	4	Annual Percentage Increase (Four-digit numeric field, two decimals with implied decimal point 99v99) Do not leave blank. Use zeros to report employees who did not receive an increase. Use zeros for all part-time employees. ([Current Monthly Contractual Base Salary - Previous Year Contractual Monthly Salary]/Previous Year Contractual Base Monthly Salary) * 100
25	84-86	3	Do Not Use
26	87	1	Administrative Level (One-digit numeric)

Use your college's administrative structure and/or organizational chart to identify levels at your college. It may be the easiest to identify levels in terms of where a position reports. The top level administrator is the president or chancellor. Second level administrators report directly to the top level administrator -- typically a president in the chancellor system or vice president in a single college district, etc. Sample titles which may apply at your institution have been included.

0 - Not an Administrator
1 - Top level administrator--District's Chief Executive, President/Chancellor
2 - Second level administrators--Vice President/President in Chancellor system
3 - Third level administrators--Other Executives such as Associate or Assistant Vice Presidents or Vice Chancellors
4 - Fourth level administrators--Deans/ Directors
5 - Fifth level administrators--Department Chairs whose administrative duties take over 50 percent of their time.
6 - Lower level administrators.

FACULTY, STAFF, AND SALARY DATA (C1)
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
27	88-89	2	Administrative Position (Two-digit numeric.) Identify administrators at your college whose function and/or title is most similar to those listed below. Only multicollege districts should list more than one person per title. 00 Not A Listed Administrator 01 District Executive Officer 02 Chief Campus Administrator (multicollege districts only) 03 Chief Finance Officer 04 Chief Academic Officer 05 Student Services Officer 06 Dean Baccalaureate Education 07 Dean Occup./Career Education 08 Dean Continuing Education 09 Director Data Processing/Info. Technology 10 Director Research and Planning 11 Director Admissions/Records 12 Director Counseling 13 Director Financial Aid 14 Director Job Placement 15 Director Student Activities 16 Director Library/LRC 17 Director Development/Grants 18 Director Public Information/Relations 19 Director Personnel/Human Resources 20 Director Business Services 21 Director Physical Facilities/Grounds 22 Director Adult Education 23 Director Athletics 24 Controller 25 Director Business/Industry Center
28	90	1	Corrections Employee Identifier (One-digit numeric.) Identify college employees who spend 50 percent or more of their time providing educational services at a correctional center. Include all part-time employees. 1 - Not employed predominantly to provide services at a correctional facility. 2 - Yes, employed predominantly to provide services at a correctional facility.

FACULTY, STAFF, AND SALARY DATA (C1)
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
29	91	1	Continuing Employee (One-digit numeric.) A continuing employee is one who has been employed at your institution since January 1 of the current calendar year (e.g., January 1, 1995 for the fall 1995 (FY 1996) submission). Include all part-time employees. 1 - New employee 2 - Continuing employee in the same employment classification with the same employment status. 3 - Continuing employee whose employment classification changed or employment status changed (e.g., faculty member who became an administrator or individual whose employment status changed from part-time to full-time).
30	92	1	Professional Rank (One-digit numeric.) Report the professional rank of teaching faculty or other staff who hold faculty rank. Use zero for all part-time employees. 0 - Not applicable. Either the college does not have professional rank or an individual employee does not hold professional rank. 1 - Instructor/Lecturer 2 - Assistant Professor 3 - Associate Professor 4 - Full Professor
31	93-98	6	Initial Date in Specific Administrative Position for Selected Administrators (Six-digit numeric, YYYYMM). Use zero if not a listed administrator. For the 24 administrative positions identified in Item 27 (Administrative Position), provide the year and month when individuals in listed positions initially began serving in their current administrative capacity. For example, an individual might have started in the district as a faculty member in July 1975 (Date of Initial Full-time Employment in the District), joined the administrative ranks in July 1985 (Date of Initial Full-time Employment at College in Present Classificiation), and became president of the college in May 1994 (Initial Date in Specific Administrative Position for Selected Administrators). For such an individual, this data item would contain the following date: 199405.

The next six (6) pages contain summary tables and their accompanying instructions. These data should be submitted using the C2 format.

FRINGE BENEFITS

These tables provide summary level data (C2 format) on fringe benefits provided to full-time employees of the college, excluding those employed by the college to work primarily in a correctional institution. Fringe benefits are defined as supplemental or deferred compensation other than salary. Only the college's share of the cost should be included in this table. Please report the expenditures (or value) of each of these items as well as the number of persons covered. Table 1 requests data for the most recent past fiscal year fringe benefits actually paid for all types of full-time employees. Table 2 requests data projections on the current fiscal year fringe benefits for full-time faculty only. As you recall, it was added to meet IPEDS reporting requirements. Base projections on rates that have been established for the current fiscal year.

Lines 1-4:	Medical/Dental/Life Insurance. Please report all expenditures for premiums and the number of persons covered under these policies.
Line 5:	Report expenditures here only if the college pays the employee's share of the state retirement contribution.
Line 6:	Report F.I.C.A. taxes, if covered by Social Security, calculated at the rate effective January 1, 1993.
Line 7:	Report Medicare taxes for employees hired after April 1, 1986.
Lines 8-11:	If your institution is self-insured, report any expenditures for the immediate past fiscal year on lines 8 and 10 on Table 1 and projections for the current fiscal year on Table 2. If not, report taxes paid to the state on lines 9 and 11.
Line 12:	Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of six months) not covered in other retirement or insurance plans listed on this table.
Line 13:	Report the value of tuition waivers granted (or expenditures for tuition reimbursements) for employees and family members at your institution.
Line 14:	Report expenditures for educational reimbursements at other institutions.
Line 15:	Report the expenditures in the form of cash payments or subsidies to employees for off-campus or institution-owned housing.
Line 16:	Report the sum of the figures reported in each of the "Expenditures" columns.

The total "Covered" is an unduplicated count of employees participating in one or more benefit plans (excluding lines 13 and 14); not the sum of all figures reported in each of the "Covered" columns. The number of family members/dependents should not be included in the total covered.

District/College Number: ___________

Table 1: IMMEDIATE PAST YEAR FRINGE BENEFITS

Most Recent Past Fiscal Year Fringe Benefits Actually Paid to Full-Time Employees
(Submit in computerized form using the C2 format)

	Administrative		9 mos. Faculty*		12 mos. Faculty*		9 Mos. Other Prof.		12 Mos. Other Prof.		Classified	
	Expend.	Covered	Expend.	Covered	Expend.	Covered	Expend.	Covered	Expend.	Covered	Expend.	Covered
Health Insurance:												
01 Employee												
02 Family/Dependents												
03 Dental Insurance												
04 Life Insurance												
05 SURS Retirement												
06 Social Security												
07 Medicare												
Workers Compensation:												
08 Self-Insured												
09 Taxes												
Unemployment Insurance:												
10 Self-Insured												
11 Taxes												
12 Disability												
13 Free or Reduced Tuition at C.C.												
14 Other Educational Reimbursement												
15 Housing												
16 TOTALS**												

*Multi-college districts should respond by college and by district.

**Total "Covered" is an unduplicated count of employees (excluding dependents) participating in one or more benefit plans (excluding Lines 13 and 14); not the sum of all figures reported in each of the "Covered" columns.

BEST COPY AVAILABLE

District/College Number: _____

Table 2: CURRENT YEAR FRINGE BENEFITS

Current Fiscal Year Projected Fringe Benefits for Full-Time Faculty
(Submit in computerized form using the C2 format)

	9 mos. Faculty*		12 mos. Faculty*	
	Expend.	Covered	Expend.	Covered
Health Insurance:				
01 Employee	_____	_____	_____	_____
02 Family/Dependents	_____	_____	_____	_____
03 Dental Insurance	_____	_____	_____	_____
04 Life Insurance	_____	_____	_____	_____
05 SURS Retirement	_____	_____	_____	_____
06 Social Security	_____	_____	_____	_____
07 Medicare	_____	_____	_____	_____
Workers Compensation:				
08 Self-Insured	_____	_____	_____	_____
09 Taxes	_____	_____	_____	_____
Unemployment Insurance:				
10 Self-Insured	_____	_____	_____	_____
11 Taxes	_____	_____	_____	_____
12 Disability	_____	_____	_____	_____
13 Free or Reduced Tuition at C.C.	_____	_____	_____	_____
14 Other Educational Reimbursement	_____	_____	_____	_____
15 Housing	_____	_____	_____	_____
16 TOTALS**	_____	_____	_____	_____

*Multi-college districts should respond by college and by district.

**Total "Covered" is an unduplicated count of employees (excluding dependents) participating in one or more benefit plans (excluding Lines 13 and 14); not the sum of all figures reported in each of the "Covered" columns.

NOTE: Current year fringe benefit number of covered faculty (9 and 12 month) should match C1 faculty totals.

Current Fiscal Year Contractual Classified Salaries

Table 3 requests the average/summary annual salary for specific full-time classified staff at your college. "Classified" as used in this salary survey, may include positions which are considered professional or nonteaching faculty at your community college. These positions, which are similar to University Civil Service classifications, should be reported in this table regardless of how your college classifies them.

Please report the number of persons in the position in column 1 and the average annual salary in column 2.

NOTE: All classified staff in your district may not be included in Section VI. Every effort should be made to categorize comparable positions from your district under an appropriate title appearing in Section VI. However, you should not attempt to force every classified position in your district into one of the listed titles when in actuality no reasonable match exists. FOR THOSE POSITIONS SUCH AS ACCOUNTANT WITH MORE THAN ONE LEVEL, THE HIGHER NUMBER INDICATES A HIGHER LEVEL POSITION.

District Number: _____

Table 3: CURRENT FISCAL YEAR CONTRACTUAL CLASSIFIED SALARIES
(Submit in computerized form using the C2 format)

	Title	Number in Position	Average Annual Salary
01	Accountant I		
02	Accountant II (Note #33)		
03	Account Clerk I		
04	Account Clerk II		
05	Admissions/Records Assistant		
06	Admissions/Records Supervisor		
07	Audio/Visual Services Manager		
08	Bookstore Manager		
09	Clerk Typist		
10	Computer Operator I		
11	Computer Operator II		
12	Computer Programmer I		
13	Computer Programmer II (Note #34)		
14	Computer Systems Analyst		
15	Building Custodian		
16	Building Services Supervisor		
17	Data Entry Operator		
18	Library Assistant		
19	Programmer/Analyst		
20	Purchasing Assistant		
21	Purchasing Supervisor		
22	Telephone Operator		
23	Secretary - General		
24	Secretary - Administrative		
25	Secretary - Executive		
26	Security Officer/Guard		
27	Security Supervisor		
28	Shipping/Receiving Assistant		
29	Administrator, Local Area Network		
30	Telecommunications, Technician		
31	Coordinator, Telecommunications		
32	Program Administrative Assistant		
33	Accountant III		
34	Computer Programmer III		

Table 4: OVERLOAD RATES

(Submit in computerized form using the C2 format)

Table 4 requests summary information regarding average overload rates paid to faculty members. If your college uses a flat rate per course, or the rates are based on contact hours, PLEASE CONVERT THESE RATES TO A ONE SEMESTER CREDIT HOUR BASIS.

Line 1	Report the rates, based on semester credit hours, paid to full-time faculty who teach an extra course or two during the academic year.
Line 2	This line requests overload rates, on a semester credit hour basis, paid to full-time faculty who teach a course during the summer term.

Table 5: PART-TIME EMPLOYEES

(Submit in computerized form using the C2 format)

In this table, we are requesting summary information on the number of, and average salary increases for, part-time employees.

Line 1	This line requests average part-time faculty rates used by your college, converted to a one semester credit hour basis.
Lines 2-5	Indicate the number of part-time staff employed during the current FALL term for each category.
Lines 6-9	Indicate the average percent increase from the immediate past fiscal year (e.g., 1994) to the current fiscal year (e.g., 1995) for part-time employees.

Calculating FTE for Part-Time Faculty

To arrive at the full-time equivalent (FTE), you need to know the number of credit hours assigned to all classes taught by part-time faculty during the fall semester. That total should be divided by 15 to arrive at the FTE.

For example, if your college employed 320 part-time instructors teaching classes with the following credit hour breakdown, the FTE could be calculated as follows:

Number of Part-Time Faculty		Total Number of Credit Hours Taught		
115	x	3	=	345
110	x	4	=	440
55	x	6	=	330
40	x	9	=	360
320				1,475/15 = 98

In this example, the 320 headcount part-time faculty would generate 1,475 total credit hours which amounts to 98 FTE.

District/College Number: _____

Table 4: OVERLOAD RATES

(Submit in computerized form using the C2 format)

01 Average overload rate for full-time faculty per semester credit hour. during academic year ________

02 Average overload rate for full-time faculty per semester credit hour. during summer ________

Table 5: PART-TIME EMPLOYEES*

(Submit in computerized form using the C2 format)

AVERAGE RATE FOR PART-TIME EMPLOYEES:

01 Faculty ________

NUMBER OF PART-TIME EMPLOYEES (FALL TERM):

	Headcount		
	Male	Female	FTE
02 Faculty	_____	_____	_____
03 Administrative	_____	_____	_____
04 Other Professional	_____	_____	_____
05 Classified	_____	_____	_____

AVERAGE SALARY INCREASES FOR PART-TIME EMPLOYEES:

	Average Percent Increase
06 Faculty	______%
07 Administrative	______%
08 Other Professional	______%
09 Classified	______%

*Multicollege districts should respond by college and by district.

Table 6: C2 SUMMARY SALARY INCREASE DATA

(Submit in Computerized Form Using the C2 Format)

This table requests summary information on salary increases granted for the current fiscal year (e.g., 1996 for July 1, 1995, through June 30, 1996). To calculate these percentages, only full-time continuing staff should be included. Full-time continuing staff is defined as those employees who have been employed since January 1 of the current calendar year.

	9 Month Faculty	12 Month Faculty	Administrators	9 Month Other Pro.	12 Month Other Pro.	Classified
01 Number of Full-time Continuing Staff	______	______	______	______	______	______
02 Average Weighted Salary Percent Increase	______%	______%	______%	______%	______%	______%
03 Number of Employees Not Receiving Increases	______	______	______	______	______	______

FACULTY, STAFF, AND SALARY (C2) SUMMARY FORMAT

<table>
<tr><th>ITEM</th><th>COLUMN</th><th>FIELD LENGTH</th><th>SUBJECT</th></tr>
<tr><td>1</td><td>1</td><td>1</td><td>Record Type: C</td></tr>
<tr><td>2</td><td>2</td><td>1</td><td>Record Number: 2</td></tr>
<tr><td>3</td><td>3-5</td><td>3</td><td>District Number: Three-digit numeric.</td></tr>
<tr><td>4</td><td>6-7</td><td>2</td><td>College Number: Two-digit numeric, precede with zero. (01 for all single college districts.) (Multi-college district data use 00. Multi-college data use 01, 02, 03, etc.)</td></tr>
<tr><td>5</td><td>8</td><td>1</td><td>Salary Survey Table Number: One-digit numeric. Corresponds to table number in MIS Manual.</td></tr>
<tr><td>6</td><td>9-10</td><td>2</td><td>Line Code Number: Two-digit alphanumeric, precede with zero. Corresponds to line number in salary survey.

Example:For Table 1, line 6, enter 06.</td></tr>
<tr><td colspan="4">-- End of Key Area --</td></tr>
<tr><td>7</td><td>11-21</td><td>11</td><td>Column #1 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format.

Examples: To enter 343,587 enter:
<table>
<tr><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th><th>17</th><th>18</th><th>19</th><th>20</th><th>21</th></tr>
<tr><td>0</td><td>0</td><td>0</td><td>3</td><td>4</td><td>3</td><td>5</td><td>8</td><td>7</td><td>0</td><td>0</td></tr>
</table>
To enter 1,235,221.57 enter:
<table>
<tr><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th><th>17</th><th>18</th><th>19</th><th>20</th><th>21</th></tr>
<tr><td>0</td><td>0</td><td>1</td><td>2</td><td>3</td><td>5</td><td>2</td><td>2</td><td>1</td><td>5</td><td>7</td></tr>
</table>
</td></tr>
<tr><td>8</td><td>22-32</td><td>11</td><td>Column #2 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.</td></tr>
</table>

FACULTY, STAFF, AND SALARY (C2) SUMMARY FORMAT

(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
9	33-43	11	Column #3 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
10	44-54	11	Column #4 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
11	55-65	11	Column #5 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
12	66-76	11	Column #6 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
13	77-87	11	Column #7 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
14	88-98	11	Column #8 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
15	99-109	11	Column #9 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.

FACULTY, STAFF, AND SALARY (C2) SUMMARY FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
16	110-120	11	Column #10 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
17	121-131	11	Column #11 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
18	132-142	11	Column #12 Data: Eleven-digit numeric fixed-length field. Nine-digit whole number - two decimal places (999999999V99) - precede with zeros. Enter numeric data in each line of the table. Be sure that the data are in the specified format. Same instructions as in Column 1.
19	143-145	3	Do not use.

FACULTY, STAFF, AND SALARY DEFINITIONS

Administrative Staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Administrators shall be defined by the local board of trustees. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 511 and *Uniform Financial Reporting* Expenditures Code 00-0000-51010-00). For example, the president, deans, directors, managers, and the stipend and released time of the divisional chairpersons.

Professional/Technical Staff are personnel who do not directly support the process of teaching and whose support is not critical to the process of teaching. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 512 and *Uniform Financial Reporting* Expenditures Code 00-0000-51020-00). Such positions shall include data analysts, accountants, computer programmers, engineers, internal auditors, etc.

Teaching Faculty are individuals who spend more than one-half (50 percent) of their workload in the activity of teaching and providing instruction to students. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 513 and *Uniform Financial Reporting* Expenditures Code 00-0000-51030-00). A full-time workload will be defined by the local board of trustees. The release time of divisional chairpersons should be included in 51010. If faculty members spend 50 percent or more of their time as Department Chairpersons, they should be classified as full-time administrative staff. Part-time faculty on paid leave should be reported. Exclude faculty on unpaid leave. Exclude replacements for faculty on sabbatical leave.

Supervisory Staff are individuals who have the duty, responsibility, or authority to recommend the employment, transfer, suspension, dismissal, promotion, assignment, reward or discipline of other staff individuals both full- and part-time. (Corresponds to *Fiscal Management Manual Salaries* Expenditures Code 514 and *Uniform Financial Reporting* Expenditures Code 00-0000-51040-00). Supervisory positions shall be identified by the local board of trustees.

Academic Support Staff are individuals who exercise professional judgement and discretion and directly support the teaching and learning process. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 515 and *Uniform Financial Reporting* Expenditures Code 00-0000-51050-00). Individuals in this classification should be limited to librarians and counselors unless other categories are authorized by the local board of trustees.

Clerical Staff are employees who are engaged in the process of keeping records and processing information upon the direction and request of professional college staff. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 516 and *Uniform Financial Reporting* Expenditures Code 00-0000-51060-00). For example, secretaries, clerks, bookkeepers, data processing operators, printing operators, and general office personnel.

Custodial/Maintenance Staff are employees who are engaged in housekeeping and the maintenance/repair of college facilities and equipment. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 517 and *Uniform Financial Reporting* Expenditures Code 00-0000-51070-00).

Other Staff are college employees not included in the previous categories. (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 519 and *Uniform Financial Reporting* Expenditures Code 00-0000-51090-00).

Contractual Salary. The base annual salary paid for a position, exclusive of fringe benefits, overloads, and extra assignments.

Total Salaries Actually Paid. The annual fiscal year salary actually paid to each employee. This salary should include overloads, summer terms, and extra assignments.

Full-time Employee. Each institution should use the local board of trustees definition of what constitutes full-time employment. Full-time faculty on paid leave should be reported at their regular salaries even though they might be receiving a reduced annuity while on leave. Exclude instructional faculty on unpaid leave. Exclude replacements for instructional faculty on sabbatical leave.

Other Professional (C2 Only). This designation is used exclusively in C2 summary tables. It includes individuals from the following employee classifications: Professional/Technical (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 512 and *Uniform Financial Reporting* Expenditures Code 00-0000-51020-00), Supervisory Staff (Salaries Expenditures Code 514 and *Uniform Financial Reporting* Expenditures Code 00-0000-51040-00), Academic Support Staff (Salaries Expenditures Code 515 and *Uniform Financial Reporting* Expenditures Code 00-0000-51050-00), and Other (Salaries Expenditures Code 519 and *Uniform Financial Reporting* Expenditures Code 00-0000-51090-00).

Classified (C2 Only). This designation is used exclusively in C2 summary tables. It includes individuals from the following employee classifications: Clerical Staff (Corresponds to *Fiscal Management Manual* Salaries Expenditures Code 516 and *Uniform Financial Reporting* Expenditures Code 00-0000-51060-00) and Custodial/Maintenance Staff (Salaries Expenditures Code 517 and *Uniform Financial Reporting* Expenditures Code 00-0000-51070-00).

FACULTY, STAFF, AND SALARY HARDCOPY SUBMISSION INSTRUCTIONS

Please photocopy the enclosed Supplementary Salary Information form each year and submit the completed form to the ICCB offices by October 15. This section requests general information regarding contracts/collective bargaining, faculty load, and faculty salary schedule data.

Question 2, regarding collective bargaining agreements, requests the name of the organization recognized as the negotiating body. Please list your state or national affiliation rather than the name of the local body (e.g., IEA/NEA, IFT/AFT, etc.).

Question 3 requests data on the length of the academic term in **weeks and instructional days**. Instructional days are those when a full schedule of classes occurs and a complete complement of student support services are available -- counseling and academic advisement, financial aid, library, and departmental/divisional and other administrative offices are staffed. Exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, college-wide placement or assessment testing, faculty workshops, and final examinations.

Question 4 requests information on full-time faculty teaching loads expressed in **course credit hours and class contact hours**. Your response should reflect the standard established through collective bargaining. For colleges without a master contract report the college standard which is normally used.

Please note that the instructional course credit hours are reported on an annual basis, while the contact and office/advising hours should be reported on a weekly basis.

Illinois Community College Board

SUPPLEMENTARY FACULTY, STAFF, AND SALARY INFORMATION
Submit on paper

DISTRICT NAME: ____________________________
DISTRICT NUMBER: ____________
RESPONDENT'S NAME: ________________________
PHONE NUMBER: ( ) __________

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM

1. Does your college have a master contract with the faculty?
   Yes __ No __

   If yes, is it a multiple year contract? Yes __ No __ .
   Number of years in contract ___
   Year contract expires ___
   Percent increase for each year in contract:

______%	______%	______%	______%	______%
Current FY	1st Future FY	2nd Future FY	3rd Future FY	4th Future FY

2. Does your college have a collective bargaining agreement with the faculty?
   Yes __ No __

   If yes, what is the organization recognized by the college as the negotiating body for the faculty?
   ____

3. What is the length of your academic year? _____ weeks
   _____ instructional days

4. Contractual full-time instructional (teaching) faculty load for an academic year:

   contractual yearly instructional course credit hours? _____
   contractual weekly class contact hours? _____
   contractual weekly office/advising hours? _____

5. Does your college have a salary schedule for full-time faculty?
   Yes __ No __

6. If your college has a salary schedule for full-time faculty, please ATTACH A COPY OF THE SALARY SCHEDULE FOR THE CURRENT FISCAL YEAR. PROVIDE THE FOLLOWING BASE SALARIES FROM THE SCHEDULE:

NOTE: Only employees on the payroll for the entire fiscal year should be reported on this table.

Master's Degree, 0 hours, 0 years of experience $ ______
Master's Degree, 0 hours, 5 years of experience ______
Master's Degree, maximum hours, 5 years of experience ______

Doctorate Maximum hours, maximum experience ______
(Highest salary for a person with maximum hours and maximum experience. Doctorate if recognized on the salary scale. Use Masters if it is not recognized.)

7. Does your college have a sabbatical leave policy? Yes ___ No ___

C2 Summary Salary Increase Data

This table requests summary information on salary increases granted for the current fiscal year (e.g., 1996 for July 1, 1995, through June 30, 1996). To calculate these percentages, only full-time continuing staff should be included. Full-time continuing staff is defined as those employees who have been employed since January 1 of the current calendar year.

	9 Month Faculty	12 Month Faculty	Administrators	9 Month Other Pro.	12 Month Other Pro.	Classified
Number of Full-time Continuing Staff	______	______	______	______	______	______
Average Weighted Salary Percent Increase	______%	______%	______%	______%	______%	______%
Number of Employees Not Receiving Increases	______	______	______	______	______	______

The following items (if applicable) also should be submitted:

1. A descriptive statement of the salary increase policy and guidelines developed for current fiscal year salary increases.
2. A copy of your institution's current fiscal year faculty salary schedule.

3. The college's current definitions of full- and part-time faculty. Include semester credit hour limits and/or other factors used to differentiate between full- and part-time faculty.

Submit data reflecting an October 1 census date to the ICCB offices by **October 15**:

Production Controller
Technology Services
Illinois Community College Board
401 East Capitol Avenue
Springfield. Illinois 62701-1711

Faculty, Staff, and Salary Submission Error List

Field	Column	Reason
SSN	8-16	SSN not numeric.
Sex	20	Code not "1" or "2."
Birthdate	21-28	Birthdate not numeric OR calculated age not reasonable
Ethnic	29	Code not 1 through 7.
Degree	30	Code not A, B, C, D, G, H, M, N, O, P, S, U
Year of Employment in Present Classification	31-36	Full-time employee with no valid year for employment class 1-5.
Employee Class	37	Code not 1 through 8.
Employee Status	38	Code not "F" or "P."
Tenure	39	Code not "0," "1," "2", or "3."
PCS of Empl	40-41	Code not listed on pages 96-97. Code not 1.1-1.9 and Employment Classification is 1.
PCS-CIP Primary	42-49	Employee is teaching faculty and PCS-CIP is: 1 - Not numeric or 2 - PCS greater than 19. 3 - Combination less than 11000000. 4 - CIP greater than 529999. 5 - CIP is not six-digit specific.
PCS-CIP Secondary	50-57	Employee is teaching faculty and, if present, the PCS-CIP is: 1 - Not numeric or 2 - PCS greater than 19. 3 - Combination less than 11000000. 4 - CIP greater than 529999. 5 - CIP is not six-digit specific

Faculty, Staff, and Salary Submission Error List
(Continued)

Field	Column	Reason
Non Ed Exper	58-59	PCS of primary teaching area is "12" and years not numeric.
Year of Employ-In the District	60-65	Full-time employee with no valid year.
Contractual Base Salary	66-71	Not numeric or Employment Classifi-cation = 1, 2, 4, 5, or 8 and Employment Status = F and salary < $20,000 or > $85,000 or Employment Classification = 3 and Employment Status = F and salary < $20,000 or > $120,000 or Employment Classification = 6, 7 and Employment Status = F and salary < $12,000 or > $45,000
Total Salary Paid	72-77	Not numeric or Employment Classifi-cation = 1, 2, 4, 5, or 8 and Employment Status = F and salary < $20,000 or > $100,000 or Employment Classification = 3 and Employment Status = F and salary < $20,000 or > $130,000 or Employment Classification = 6, 7 and Employment Status = F and salary < $12,000 or > $55,000 or if Employment Status = P and Employment Classification = 1, 2, 3, 4, 5, 6, 7, or 8 and salary >$35,000 or if Employment Classification = 3 and salary > $40,000
Months-Base Contract	78-79	Not numeric or greater than 12 or not = 9, 10, 11, or 12 if Employment Status = F
Annual % Increase	80-83	Not numeric or >10.00
Administrative Level	87	Not numeric or > 6 or = 0 if Employment Classification = 3 or not = 0 if Employment Classification = 1, 2, 4, 5, 6, 7 or 8.

Faculty, Staff, and Salary Submission Error List
(Continued)

Field	Column	Reason
Administrative Position	88-89	Not = 00 if Employment Classification = 1, 2, 4, 5, 6, 7, 8, or not = 00 through 25 if Employment Classification = 3
Corrections	90	Not = 1 or 2
Continuing Employee	91	Not = 1, 2, or 3
Professional Rank	92	Not = 0, 1, 2, 3, 4 if Employment Classifications 2, 3, 4, 5, 6, 7, or 8 or not a valid code

Primary Employment Area (Item 16)

In order to facilitate more standardized coding of the PCS of the primary employment area, the following examples and explanations are provided:

1.1 Teaching faculty in baccalaureate/transfer (1.1) courses
1.2 Teaching faculty in occupational (1.2) courses
1.4 Teaching faculty in remedial (1.4) courses
1.5 Teaching faculty in general studies (1.5) courses
1.6 Teaching faculty in vocational skills (1.6) courses
1.7 Teaching faculty in adult basic education (1.7) courses
1.8 Teaching faculty in adult secondary education (1.8) courses
1.9 Teaching faculty in English as a Second Language (1.9) courses
2.1 Institutional Researchers
2.2 Individuals involved primarily in project research within academic departments
3.1 Health service professionals
3.2 Persons providing general community services (excludes instruction) conferences, institutes, advisory services, and reference bureaus.
3.3 Persons employed in cooperative extension efforts between the college and outside agencies--i.e., agriculture extension, urban extension, etc. (JTPA)
3.4 Employees affiliated with college radio/television stations
4.1 Librarians and other professionals employed in the library
4.2 Persons employed in museums, and art galleries with responsibilities for collecting, preserving, exhibiting historical materials, art objects, scientific displays, etc.
4.3 Persons who provide audio/visual materials or media services
4.4 Persons who provide computing services to academic departments
4.5 Persons involved in academic support who cannot be appropriately classified in 4.1 to 4.4 (e.g., laboratory assistants, etc.)
4.6 Persons employed in an administrative capacity in deans/divisional/departmental offices
4.7 Planners--strategic/long-range
4.8 Personnel office and professional development office employees
5.1 Student service administrators and placement office employees (excluding secretaries and counselors)
5.2 Student activities, recreation, student organizations, intramurals, and student-oriented conferences and lectures
5.3 Counselors--academic, placement, vocational
5.4 Financial Aid office employees, including persons involved in Work-Study and Student Employment programs
5.5 Student services employees involved with (exclude administrators and counselors), Veterans Affairs, Foreign Student Affairs, Special Services for the handicapped/ disadvantaged/Limited English proficiency students
5.6 Persons affiliated with intercollegiate athletics--Director and other administrators, coaches, assistants, etc.
5.7 Persons employed in the admissions and records office(s)
6.1 All central administrators at the executive-level--vice presidents, president, legal counsel

6.2 Centralized operations related to fiscal control, investments, business/accounting office, payroll
6.3 Central administrative services such as administrative data processing student record maintenance, faculty and staff records maintenance
6.4 Purchasing and central receiving personnel
6.5 Grounds and facilities--custodians, groundskeepers, heating plant personnel, security personnel, etc.
6.6 Secretarial staff
6.7 Public information/relations office, alumni office, development/ foundation/fund raising
7.1 Persons involved in operations owned or controlled by the college that are independent of the institution's mission--i.e., operating commercial rental property for profit, a restaurant, a bookstore, etc.
7.2 Persons employed by outside/external agencies or entities.

STUDENT DATABASE (E1, A1, FS)

The purposes of the Student Database are:

1. To define a common set of student data elements that can be developed at the college level which will have standard meaning from college to college.
2. To provide a common format for submitting basic student data in machine-readable form to the ICCB for statewide analysis.
3. To provide data for community college student characteristic reports and analyses.
4. To provide data for student-flow and student retention studies.
5. To provide data about the number of unduplicated students served.
6. To provide basic data about students for follow-up studies and other analyses.
7. To provide data in machine-readable form for ICCB and IBHE enrollment reports.
8. To provide data for the required vocational education report on occupational student enrollments, curriculum completions, and follow-up study results.
9. To provide data for the required NCES (IPEDS) reports.

The Student Database consists of three files:

1. E1 - Fall (10th day) enrollment data
2. A1 - Annual student data
3. FS - Occupational follow-up data

Below are brief explanations of these files with more complete descriptions listed before the respective data formats. Definitions of Student Database terms are located on page 159.

Student enrollment is reported in two formats. Fall (10th day) term enrollments are reported using the E1 data format. These edited data are due October 1. An annual (A1) student data submission is due in edited form August 1. An A1 record should be submitted for all students officially enrolled in a credit course(s) (1.1-1.2, 1.4-1.9) at the college any time during the fiscal year. Official enrollment is institutionally defined by each college as to specifics for payment of tuition and time allowed for drops without record; however, official enrollment consists of a student registering, paying tuition, and staying enrolled (not dropping out) at least through the end of regular registration for the course(s). To report students officially enrolled, the college should exclude those students who drop prior to the end of regular registration for a course and those who are dropped by the college for nonpayment of tuition and/or fees.

Another way of identifying a student who is officially enrolled at the college is one who receives a record of that enrollment on his/her academic transcript. This record of enrollment could be a grade or a code for withdrawing during the term. A college needs to submit E1 and A1 format data to the ICCB for all students who have a record of their enrollment posted to the transcripts for fall term (E1) and any time during the fiscal year (A1).

Student completion and enrollment data are submitted on one record, the A1. An A1 record should be submitted for students who completed but were not enrolled during the fiscal year. Please refer to the introductory section of the A1 format for further explanation.

The occupational follow-up (FS) data file contains data on students who have completed occupational (PCS 1.2) curriculum. These edited data are due May 30.

The data for all three of these files should be checked carefully before they are submitted to the ICCB. The edit procedures for the Student Data Base files have changed, making correct initial submissions critical.

FALL STUDENT ENROLLMENT (E1) DATA

The submission of detailed individual student records are required for fall term only. Information about the winter, spring, and summer terms are collected through paper surveys and the Annual Enrollment and Completion (A1) submission. Fall enrollment (E1) data should reflect students officially enrolled in credit courses at the college as of the end of regular registration of the fall term. The end of official registration is generally close to the tenth day. To make the data reasonably comparable across the state, colleges should collect these data between the eighth (8th) and fourteenth (14th) day of the fall semester counting only those days when classes are in session at the college. This generally excludes Sundays and holidays. Students who drop prior to the census date should be excluded. These data are used by the ICCB, IBHE, and National Center for Education Statistics (NCES) as official opening fall term enrollments.

E1 data represent a "snapshot" or point in time view of fall enrollment. These data illustrate how a college's enrollment in a given year compares with the same point in time from the previous year. Of primary importance then, is for the college to be consistent from one year to the next with the date used locally. It is worth reiterating the importance of accurately coding first-time students on the E1 submission. Due to new federal reporting requirements (IPEDS Graduation Rate Survey), once a student has been identified for tracking in the fall cohort of first-time students, the institution is held accountable for reporting on each individual student's progress for at least six years.

Definitions of terms and codes for certain data items are located in the Student Database Definitions section beginning on page 159.

FALL STUDENT ENROLLMENT (E1) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: E
2	2	1	Type of Submission: 1 - Enrollments at 10th day Fall term (End of Regular Registration)
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.)
5	8-16	9	Social Security Number/Student Identifier: (If no social security number available, use locally assigned student identification number.)
6	17	1	Credit Hour Claim Period/Instruction Term Codes: 3 - Fall
7	18-19	2	Fiscal Year: For 1990-91 (FY 1991), enter 91. Note: Fall 1990 is FY 1991.
8	20	1	Enrollment Status: 1 - First-time student in college-level coursework - New to higher education (Summer students also are shown as first time in fall.*) 2 - New pre-college student 3 - Transfer student* 4 - New general studies or vocational skills student 5 - Continuing student (It is possible for a student to move from code 5 to code 6.) 6 - Moved to college-level coursework from pre-college or general studies/vocational skills or continuing whose coursework was primarily pre-college/general studies or vocational skills. 7 - Returning student
9	21-26	6	Previous Institution: FICE Code of immediate previous institution from which student transferred.** (If student is not a transfer student, code as 999999. If student has transferred from an out-of-state institution, code first two-digits of state code-page 173, followed by zeroes.)

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*Check revised definitions (see page 159)

**See Illinois FICE Codes on pages 188-189.

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
10	27-28	2	Student Level Codes: 01 - Freshman 02 - Sophomore 03 - High school student enrolled in college classes but still attending high school 04 - Unclassified or Other
11	29	1	Residency Codes: 1 - In-district 3 - Out-of-district 4 - State Correctional Institution 5 - Out-of-state 6 - Federal Correctional Institution 7 - Foreign Country
12	30-32	3	Illinois County Code: Use three-digit numeric county code on page 172. (Code as 999 for students with residency codes 4-7.)
13	33-35	3	Out-of-District Students: For students from all other community college districts -- enter home district number. Leave blank for in-district students, out-of-state, or foreign students.
14	36	1	District Instructional Arrangement: 0 - Not shared, Not chargeback. 1 - Shared From: If student is officially enrolled at another college but also is taking courses at your college as a shared student. 3 - Shared By: If student is officially enrolled at your college, but is also taking courses at another college as a shared student. 7 - Chargeback: A student with a chargeback authorization attending your college.
15	37-38	2	State Code: State of Origin (Residency) of student at time of initial enrollment. Use two-digit numeric state code shown on page 173 of this manual. (For residency code 7, code as 99.)

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
16	39-42	4	Credit Hours Enrolled: As of the end-of- registration date. Report total of all credit courses (1.1-1.2, 1.4-1.9) for which student is enrolled. (Two decimal field - 99V99) NOTE: Student with zero credit hours are not considered as valid enrollments.
17	43	1	Credit Hour Type: Enter S - Semester credit hours Q - Quarter credit hours
18*	44-48	5	Student's Curriculum Curriculum Prefix: Alpha/numeric five digits-left justified. Must be identical to the curriculum prefix as approved on ICCB Form 22 and shown on ICCB Curriculum Master File.
19	49-52	4	Curriculum Number: Alpha/numeric four digits-left justified. Must be identical to curriculum number as approved on ICCB Form 22 and shown on ICCB Curriculum Master File.
20	53-60	8	Birthdate: Eight-digit numeric field, 9(8), in YYYYMMDD form (e.g., for a birthdate of August 27, 1956, enter 19560827.) (If birthdate is unknown, leave blank.)
21**	61	1	Ethnic/Racial Classification: 1 - Asian or Pacific Islander 2 - American Indian or Alaskan Native 3 - Black Non-Hispanic 4 - Hispanic 5 - White Non-Hispanic 6 - Nonresident Alien

*PCS code, CIP code, and Degree/Certificate type will be entered on the student record by a computer program interface with the ICCB Curriculum Master File. Curriculum I.D. number must match exactly the I.D. number on the ICCB Curriculum Master File. The area for prefix and number is to be considered as one data item or field. Note: "Undeclared" is not a valid curriculum.

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
22*	62	1	Gender: 1 - Male 2 - Female
23	63	1	Type of Attendance: The type of attendance that accounts for the majority of the credit hours for which a student is enrolled. If half or more of the enrollment is on-campus, consider the student as on-campus. Code Classification C On-campus Facility F Off-campus Facility X Out-of-district or Out-of-state Facility H Homestudy (Newspaper, TV, and Other)
24	64	1	Time of Attendance: The time of attendance that accounts for the majority of the student's course enrollment. If one-half or more is day, use day. 1 - Day 7:00 a.m. to 4:59 p.m., Mon.-Fri. 3 - Even. 5:00 p.m. to 6:59 a.m., Mon.-Fri. 5 - Weekend - Saturday or Sunday
25	65	1	Current Student Intent (Goal): The primary goal of the student as of the current semester/quarter. This data should be collected for all students and will be used in the ICCB statewide follow-up and transfer studies. My primary goal for attending the community college is (select one): 1 - To prepare for transfer to a four-year college or university. 2 - To improve skills for my present job. 3 - To prepare for a future job immediately after attending the community college.

*NCES and the Office of Civil Rights (OCS) insist that colleges classify students who refuse to indicate their ethnic/racial classification. ICCB suggests the same procedures be applied to the sex classification.

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			4 - To prepare for the GED test or improve basic academic skills. (Includes English as a Second Language-ESL). 5 - For personal interest/self development -- not career oriented. 6 - Unknown/Other
26	66-67	2	Do Not Use
27	68-69	2	Do Not Use
28	70-73	4	High School Graduation or GED Test Completion Year: Enter the four-digit year in which the student completed a high school diploma or GED test (e.g., for a 1991 high school graduate, enter 1991). Enter "NO " if student does not have a high school diploma or GED certificate. Every effort should be made to complete this item (particularly for recent high school or GED completers). These data are used in IPEDS and to provide feedback to high schools. NOTE: The reported year should not exceed the current date.
29	74	1	Community College Certificate and Degree Objective: Designed to assist colleges in classifying students by curriculum or course enrollee category. 1 - Only complete one or several courses -- not pursuing a Certificate or degree. 2 - To complete a Certificate. 3 - To complete an Associate degree.
30	75	1	Transfer Plans: Designed to verify a student's plans to transfer to a four-year college or university. Do you plan to transfer to a four-year college or university? 1 - NOT planning to transfer. 2 - Yes. I plan to transfer to a four-year college or university.

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
31	76	1	JTPA and/or Opportunities Participant: Use this item to identify students who are participating in Job Training Partnership Act (JTPA) and/or Opportunities Programs. The Opportunities Program is designed to offer services to Temporary Assistance to Needy Families or TANF populations (formerly Aid to Families with Dependent Children-AFDC). 1 - JTPA Participant 2 - Opportunities Participant 3 - JTPA and Opportunities Participant 0 - All Other
32-36	77-81	5	Do Not Use
37*	82	1	Employment Status: (Optional)* 1 - Employed - Full-time 2 - Employed - Part-time over 15 hours per week 3 - Employed - Part-time 15 hours or less per week 4 - Homemaker 5 - Unemployed 6 - Other 7 - No response
38*	83	1	Employment Status Source: (Optional)* 1 - Registration Form obtained each term 2 - Application Form (obtained only for new students) 3 - Other

*Employment status is an optional data element that is not required by the ICCB. Reports and analyses will be provided for those colleges that wish to collect and submit this information. Some colleges find this information very useful for describing their student characteristics, for attrition/retention studies, and for counseling purposes.

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
39	84	1	Highest Degree Previously Earned U - Unknown G - GED H - High School Diploma C - Certificate A - Associate Degree B - Bachelor's Degree M - Master's Degree P - First Professional (Dental, Law, Medical, Pharmacy, Theology, Veterinary, etc.) D - Doctoral Degree (Ph.D., Ed.D, D.A., etc.) O - Other S - Some (Persons who successfully passed at least one college-level course at another college or university but did not graduate.) N - None (Includes high school students who have not yet graduated/received a high school diploma.)
40	85	1	Scholarship Athlete. (One-digit numeric field) Identify students who receive financial assistance the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution in order to be eligible to receive the assistance. (Refer to the Student Database Definitions and Codes section of the *MIS Manual* for further information). 0 = No financial assistance tied to participation in intercolleciate athletics. 1 = Scholarship athlete.
41	86	1	Sport Code for Scholarship Athletes. (One-digit numeric field) Identify the intercollegiate sport of participation for students receiving athletically related aid using the following hierarchically arranged categories. Note that students participating in multiple sports should be reported only once based on the hierarchy and the particular sport for which the student is receiving an athletic scholarship for their participation. (Refer to the Student Database Definitions and Codes section of the *MIS Manual* for further clarification.)

FALL STUDENT ENROLLMENT (E1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			1 = Football 2 = Basketball 3 = Baseball (Does not include softball) 4 = Cross Country and Track (Indoor/Outdoor) Combined 5 = Any Other Sport 0 = Not a Scholarship Athlete
42	87	1	Instruction at the East St. Louis Community College Center. Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois College, Shawnee Community College, Kaskaskia College, etc.). There is an interest in separately tracking the successes of students served at the East St. Louis Community College Center. Most community colleges can zero fill this data item. According to your college records: 0 - Not Applicable. No instruction was received by the student at the East St. Louis Community College Center. 1 - Student received instruction exclusively at the East St. Louis Community College Center. 2 - Student received instruction both at your college (e.g., main campus, branch, extension, etc.) and at the East St. Louis Community College Center.

FALL STUDENT ENROLLMENT (E1) EDIT PROCEDURES

The philosophy of data editing will be as follows:

1. The colleges will be responsible for editing their own data prior to submission. To aid the colleges in doing this, the ICCB MIS division has written a COBOL edit program to be used at the local level. The colleges may request this program as a source listing or as a source on magnetic tape. An up-to-date Curriculum Master File also is required to run this program.

2. Errors that are minor and do not affect many records or group changes that may affect a large number of records will be changed on-line at the ICCB if so requested by the college.

3. If the ICCB staff determines that a college has submitted data that are too error-ridden to be corrected effectively, the college will be asked to resubmit the entire file in corrected form.

The edit listing used by the ICCB will be in a different format from the college version, but the criteria for error determination will be the same. These error criteria are as follows:

Error Code	Description	Column Number	Reason(s) for Error
01	Record-Type	1	Record-Type is not 'E'
02	Subm Type	2	Submission is not '1'
03	District Number	3-5	Dist-Number does not match parm
04	College Number	6-7	Coll-Number does not match parm
05	Student ID/SSN	8-16	SSN is not numeric
06	Apportion-Term	17	Term must be equal to 3
07	Fiscal Year	18-19	Fiscal year does not match parm
08	Enrollment Status	20	Enr-Status is not 1, 2, 3, 4, 5, 6, or 7
09	Prev-Institution	21-26	Transfer student must have FICE Code
10	Student Level	27-28	Student Level must be 01, 02, 03, or 04; if enrollment status is 1, then Student Level cannot be 02. Student is enrolled in PCS 17, 18, or 19 or has a higher earned degree and is not coded as "Unclassified."
11	Residency Code	29	Residency not 1, 3, 4, 5, 6, or 7
12	IL County Code	30-32	IL student must have code/not numeric
15	State-Code	37-38	Code is not valid/not numeric
16	Credit-Hrs-Enrol	39-42	Hours must be 00.25 through 35.00
17	Credit-Hour-Type	43	Credit type not S or Q
18	Curriculum-Prefix	44-48	Curriculum prefix not valid

Error Code	Description	Column Number	Reason(s) for Error
19	Curriculum-Number	49-52	Curriculum number not valid
20	Birthdate	53-60	Must be YYYYMMDD form or filled with zeroes
21	Ethnic/Racial	61	Code not 1 through 6
22	Gender Code	62	Code not 1 or 2
23	Type of Attendance	63	Attendance not C, F, X, or H
24	Time of Attendance	64	Time not 1, 3, or 5
25	Student Intent	65	Code present not 1 through 6
26	Transfer Plans	75	Transfer Plans must be 0, 1, or 2
28	HS-Grad/GED	70-73	Cannot be greater than current date
29	Enrollment/Degree Objective	74	Code not 1 through 3
31	JTPA/Opportunities	76	Code not 0 through 3 or students identified as an Opportunites participant at a college that does not have an approved Opportunities program
32	Transfer Plans	75	Transfer Plans must be 1 or 2
37	Employment-Status	82	Code present not 1 through 7
38	Employ-Stat-Source	83	Code present not 1 through 3
40	Highest Degree Previously Earned	84	Not A,B,C,D,G,H,M,N,O,P,U, or S
55	Enrollment Status Inconsistency	20	First-time student (1) enrolled in an inactive curriculum
56	Curriculum Prefix	44-52	Students classified as 1.4 Remedial
57	Out-of-District and District Instructional Approach Combination	33-35	Student listed as out-of-district but no out-of-district code is provided or out-of-district code provided but residency not = 3
58	Dist Instruct Arrangement	36	Code not 0, 1, 3, or 7 or code = 7 (chargeback) and no valid district provided in columns 33-35
59	Scholarship Athlete	85	If present, Scholarship Athlete not = 0 or 1
60	Sport Code for Scholarship Athlete	86	If present, Sport for Scholarship Athlete not = 0, 1, 2, 3, 4, or 5 OR if Scholarship Athlete = 0 then Sport Code for Scholarship Athlete > 0 OR if Scholarship Athlete > 0 then Sport Code for Scholarship Athlete = 0
75	Student ID/SSN	8-16	Two or more records have the same social security number
76	Instruction at East St. Louis Community College Center	87	Code not 0, 1, or 2

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) DATA

The annual student enrollment and completion (A1) data are required for all students who are officially enrolled in a credit course at the college any time during the fiscal year. (See pages 98-99 for definition of officially enrolled.) An A1 record should be submitted also for students who complete curricula but are not officially enrolled during the year. In the latter case, the fiscal year (Item 6) of the A1 record should reflect the last fiscal year in which the student was enrolled.

The annual data are used by the ICCB, ISBE, IBHE, and NCES as official counts of annual enrollment and/or completers. It is important for the data to be edited and checked carefully before submission to the ICCB on or before August 1. This will eliminate the time-consuming correction process and will enable the ICCB to generate necessary reports in a timely fashion. The enrollment, completion, and special needs sections of the Perkins III (formerly VEDS) report will be generated from the A1 file and submitted directly to ISBE. Since these data are used to verify ISBE Special Needs funding allocations, the college should make certain its data are as accurate and complete as possible. Each college should develop an internal mechanism to identify special needs students on its student database during the year so that the A1 data will accurately reflect special needs students and services.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record type: A
2	2	1	Type of Submission: 1
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two-digit numeric precede with zero (01 for all single college districts).
5	8-16	9	Social Security Number/Student Identifier: (If no SSN available, use locally assigned student identifier.) Must be numeric.
6	17-18	2	Fiscal Year: For 1989-90 (FY 1990) enter 90.
7	19	1	Residency Code: As of the last term of enrollment during the fiscal year. 1 - In-district 3 - Out-of-district 4 - State Correctional Institution 5 - Out-of-state 6 - Federal Correctional Institution 7 - Foreign Country
8	20-22	3	Illinois County Code: Use three-digit numeric county code on page 172. (For residency codes 4-7, code as 999.)
9	23-24	2	State Code: State of Origin (Residency) at time of initial enrollment. Use two-digit numeric state code shown on page 173. (For residency code 7, code as 99.)
10-13			All Credit-Generating Hours Enrolled (Attempted) by Term at Your Institution: (Two-decimal field - 99V99) The total credit-generating hours attempted/enrolled by term for a student officially enrolled at your community college. Exclude credits attempted by academic exemption tests (e.g., CLEP, Advanceed Placement), audits, and community education (1.3) courses. Fill with zeroes for those terms in which the student was not enrolled in credit-generating courses.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT

(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
10	25-28	4	All Summer Term Credit Hours Enrolled (Attempted) 99V99
11	29-32	4	All Fall Term Credit Hours Enrolled (Attempted) 99V99
12	33-36	4	All Winter Term Credit Hours Enrolled (Attempted) 99V99
13	37-40	4	All Spring Term Credit Hours Enrolled (Attempted) 99V99
14	41-44	4	Do Not Use
15	45	1	Credit Hour Type: S - Semester credit hours Q - Quarter credit hours
16*	46-54	9	Student's Curriculum Prefix and Number (As of last term enrolled): Alpha/numeric. Must be identical to curriculum prefix and number shown on the ICCB Curriculum Master File.
17	55-62	8	Birthdate Eight-digit numeric field, 9 (8), in YYYYMMDD form (e.g., for a birthdate of August 27, 1956, enter 19560827).
18**	63	1	Ethnic/Racial Classification: 1 - Asian or Pacific Islander 2 - American Indian or Alaskan Native 3 - Black Non-Hispanic 4 - Hispanic 5 - White Non-Hispanic 6 - Nonresident Alien
19**	64	1	Gender: 1 - Male 2 - Female

* PCS code, CIP code, and Degree/Certificate type will be entered on the student record by a computer program interface with the ICCB Curriculum Master File. Curriculum I.D. number must match exactly the I.D. number on the ICCB Curriculum Master File. The area for prefix and number is to be considered as one data item or field.

** NCES and the Office of Civil Rights (OCS) insist that colleges classify students who refuse to indicate their ethnic/racial classification. ICCB suggests the same procedures be applied to the sex classification.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
20	65	1	Entrance Student Intent (Goal): The primary goal of the student upon INITIALLY ENTERING your community college. This data should be collected for all students and will be used in the ICCB statewide follow-up and transfer studies. When identifying Entrance Student Intent only existing computerized data should be reviewed. My primary goal for attending the community college is: (Select one) 1 - To prepare for transfer to a four-year college or university. 2 - To improve skills for my present job. 3 - To prepare for a future job immediately after attending the community college. 4 - To prepare for the GED test or improve basic academic skills. (Includes English as a Second Language-ESL). 5 - For personal interest/self development -- not career oriented. 6 - Unknown/Other
21	66	1	Community College Certificate and Degree Objective: Designed to assist colleges in classifying students by curriculum or course enrollee category. 1 - Only complete one or several courses -- not pursuing a Certificate or Degree. 2 - To complete a Certificate. 3 - To complete an Associate degree.
22	67	1	Disability Status: The handicapped categories are identical to the ones utilized by ISBE for reporting. Definitions of students with disabilities and procedures for identification are shown on page 167. Substantive evidence of the disability should be on file at the college. For reporting purposes, a person with a disability is someone who has a physical or mental impairment.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			Codes: 0 - Not Applicable 1 - Disability Student
23	68	1	Limited-English-Proficient: This code is identical to the one utilized by ISBE for reporting. Definition of Limited-English-Proficient and procedure for identification are shown on page 169. Substantive evidence of Limited-English-Proficient must be on file at the college. Codes: 0 - Not Applicable 1 - Limited-English-Proficient
24	69	1	Disadvantaged Status: The disadvantaged categories are identical to ones utilized by ISBE for reporting. Definitions of disadvantaged students and procedures for identification are shown on pages 167-169. Substantive evidence of a disadvantaged condition must be on file at the college. Codes: 0 - Not Applicable 1 - Economically Disadvantaged 2 - Academically Disadvantaged 3 - Both Economically and Academically Disadvantaged
25	70	1	Special Support for Students with Disabilities: Codes: 0 - Not Applicable (No Disability) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources
26	71	1	Special Support for Limited-English-Proficient: Codes: 0 - Not Applicable (Not LEP) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
27	72	1	Special Support for Disadvantaged: Codes -- 0 - Not Applicable (Not Disadvantaged) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources
28	73	1	Instructional Approach: Codes -- 1 - Cooperative Education 2 - Apprenticeship Enrollment 3 - Previously Participated in a Tech Prep Program While in High School (not current cooperative ed or apprenticeship) 4 - Cooperative Education and Previously Participated in a Tech Prep Program While in High School 5 - Apprenticeship Enrollment and Previously Participated in a Tech Prep Program While in High School 6 - Currently Participating in a Tech Prep Program 0 - All Other
29	74	1	JTPA and/or Opportunities Participant: Use this item to identify students who are participating in Job Training Partnership Act (JTPA) and/or Opportunities Programs. The Opportunities Program is designed to offer services to Temporary Assistance to Needy Families or TANF populations (formerly known as Aid to Families with Dependent Children-AFDC). 1 - JTPA Participant 2 - Opportunities Participant 3 - JTPA and Opportunities Participant 0 - All Other
30	75-76	2	Occupational CIP of ABE/ASE/REM Students: To be completed only if student's Curriculum Prefix and Number is assigned to PCS categories 1.7, 1.8, 1.9, and the student took an occupational (1.2 or 1.6) course. Code the first two digits of the CIP code assigned to that occupational course. If the student took occupational courses in more than one CIP code area, code the most frequently taken two-digit CIP.
31	77	1	Highest Degree Previously Earned U - Unknown G - GED H - High School Diploma C - Certificate A - Associate Degree

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			B - Bachelor's Degree M - Master's Degree P - First Professional (Dental, Law, Medical, Pharmacy, Theology, Veterinary, etc.) D - Doctoral Degree (Ph.D., Ed.D, D.A., etc.) O - Other S - Some (Persons who successfully passed at least one college-level course at another college or university but did not graduate.) N - None (Includes high school students who have not yet graduated/received a high school diploma.)
32	78-79	2	High School Percentile Rank. Two-digit alphanumeric. Valid range is 0 through 99 for high school graduates or NO for unknown.
33	80-81	2	ACT Composite Score. For all students with available scores. Two-digit alphanumeric. Valid range is 0 through 36 or NO for students who have not taken the ACT.
34	82	1	ACT Composite Test Date: 0 - No data 1 - Prior to October 1989 2 - October 1989 and later (enhanced test)
			COMPLETER DATA*
35	83	1	Type of Completion:** Codes: 0 - DID NOT complete a curriculum 1 - Graduate completer 3 - GED completer 4 - High school diploma completer 5 - Other Adult Basic Education/ESL Advancement Among Designated Levels

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[*] It is possible for a student to complete a certificate or degree program without having been enrolled during the fiscal year. In such cases, the student will be included as a completer but will be excluded from the college's unduplicated enrollment headcount.

[**] Completions for ABE, ESL and ASE should reflect levels completedbased on achievement rather than credit hours earned. The new levels of ABE, ESL and ASE (beginning, intermediate and advanced) have been created for this purpose. Report the completion of a given level when a student advances to the next level. Up to three completions can be reported each year. For ABE/ESL advancements, use code 5 and report the appropriate curriculum prefix and number or PCS/CIP combination to clarify which level has been completed -- ABE beginning (CIP 32.0110), ABE intermediate (CIP 32.0120), ASE advanced (CIP 32.0130), ESL beginning (CIP 32.0140,) ESL intermediate (CIP 32.0150), or ESL advanced (CIP 32.0160). Completions under code 5 reflect a student's advancement based on test results. For ASE Advanced students, the completion of a formal award should also be reported separately on the A1 submission using the appropriate code for GED (code 3) or the High School Diploma (code 4). If a student completes both college level and pre-college level programs, report the college-level completion first and the pre-college completion(s) in the second or third completion fields.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
COMPLETE ONLY IF ITEM 35 = 1, 3, 4, OR 5			
36	84-92	9	Primary Curriculum Prefix and Number of Completion: Alpha/numeric. Must be identical to curricula prefix and numbers shown on the ICCB Curriculum Master File. In most cases, should match Item 16.
37-39			PCS/CIP/DEGREE TYPE of Completion: Two-digit PCS, six-digit CIP, and two-digit Degree type of curriculum. These codes should match those assigned to the curriculum on the ICCB Curriculum Master File.
37	93-94	2	PCS: Two-digit numeric
38	95-100	6	CIP: Six-digit numeric
39	101-102	2	Degree Type: Two-digit numeric (see page 190)
COMPLETE ITEMS 40 TO 45 ONLY IF STUDENT COMPLETED MORE THAN ONE CURRICULUM			
40-42			PCS/CIP/DEGREE TYPE of Second Curriculum of Completion: Two-digit PCS, six-digit CIP, and two-digit degree type of curriculum. These codes should match those assigned to the curriculum on the Curriculum Master File. Leave blank if student did not complete a second curriculum.
40	103-104	2	PCS: Two-digit numeric
41	105-110	6	CIP: Six-digit numeric
42	111-112	2	Degree Type: Two-digit numeric (see page 190)
43-45			PCS/CIP/DEGREE TYPE of Third Curriculum of Completion: Two-digit PCS, six-digit CIP, and two-digit degree type of curriculum. These codes should match those assigned to the curriculum on the Curriculum Master File. Leave blank if student did not complete a third curriculum.
43	113-114	2	PCS: Two-digit numeric

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
44	115-120	6	CIP: Six-digit numeric
45	121-122	2	Degree Type: Two-digit numeric (see page 190)

COMPLETE ITEMS 46 TO 51 ONLY IF STUDENT TOOK 1.4 REMEDIAL COURSES

ITEM	COLUMN	FIELD LENGTH	SUBJECT
46-48			Remedial Credit Hours ENROLLED (ATTEMPTED) (Two-decimal field - 99V99). The total annual credits attempted in remedial courses. Credit hours attempted are those for which the student was officially enrolled. Fill with zeroes those areas in which student did not take any remedial (1.4) hours.
	123-126	4	Communication Skills (1.4 320103)
	127-130	4	Mathematics (1.4 320104)
	131-134	4	Reading (1.4 320113)
49-51			Remedial Credit Hours EARNED (Two-decimal field - 99V99). The total annual credits earned in remedial courses. Credit hours earned are those hours recorded on the transcript with a passing grade.
	135-138	4	Communication Skills (1.4 320103)
	139-142	4	Mathematics (1.4 320104)
	143-146	4	Reading (1.4 320113)

COMPLETE ITEMS 52 TO 80 FOR ALL STUDENTS

ITEM	COLUMN	FIELD LENGTH	SUBJECT
52	147	1	Signed Declaration of Intent: 0 - No. The student has not signed a "Declaration of Intent" statement. 1 - Yes. The student has signed a "Declaration of Intent" statement used in conjunction with the U.S. Department of Education's Student Right-to-Know and Campus Security Act.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
53	148-152	5	Cumulative College-Level Credit Hours at the College: Five-digit numeric with an implied decimal point (999v99). Include only college-level coursework recorded on the transcript and taken at the reporting community college. Exclude credits earned by academic exemption tests (CLEP, etc.), life experience credit, remedial (1.4), general studies (1.5), ABE/ASE (1.7/1.8), ESL (1.9) and credit transferred from another institution.
54	153-155	3	Cumulative Grade Point Average (CGPA) for College-Level Credit Hours at the College: Three-digit numeric with an implied decimal point 9V99. The CGPA should be based on a four-point scale where: 4 - A 3 - B 2 - C 1 - D 0 - F The CGPA should be calculated based on the credit hours reported in Item 53. Use the method established at your college for handling repeated courses.
55	156	1	Shared Data Dummy Social Security Number (SSN) Identifier: Indicate those students for which the college created a substitute SSN. D = Dummy ID 0 = Valid SSN
56	157	1	Shared Data Enrollment Type: Status as of the student's initial enrollment in College-Level Courses during the fiscal year. 1 - First-time freshman when initially enrolled during the fiscal year. New to higher education. 2 - First-time transfer when initially enrolled at your community college during the fiscal year. New to your institution, but with other college-level higher education experience. 3 - Missing 0 - All others

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
57	158-162	5	Do Not Use
			* Note that items 58 to 60 are required for students enrolled in AA (11.240101) and AS (11.300101) Baccalaureate/Transfer curricula only. Zero fill for all other curricula.
58	163	1	Minimum Fall 1993 Admission Requirement Status for AA/AS Students (Public Act 86-0954). One-digit numeric. Report the student's status as of the end of the fiscal year. 0 - Not Applicable/Not AA or AS 1 - Yes, through **high school coursework** the student met all admission standards. 2 - Yes, through means other than high school coursework (testing, college coursework, etc.) the student met all admission requirements. 3 - No, student was evaluated but has not met all admission standards. 4 - Not Evaluated or Data Not Available.
59	164	1	Term When Minimum Fall 1993 Admission Requirements Were Met (Optional) Provide the term when requirements were met. One-digit numeric field. Use the following codes: 1 - Summer 3 - Fall 4 - Winter 6 - Spring Zero fill for students not in AA or AS curricula. Also zero fill for AA and AS students who have been evaluated but have not met the requirements or those who have not yet been evaluated.
60	165-166	2	Fiscal Year When Minimum Fall 1993 Admission Requirements Were Met. Provide the fiscal year when requirements were met. Two-digit numeric field. For 1993-94 (FY 1994) enter 94. Zero fill for students not in AA or AS curricula. Also zero fill for AA and AS students who have been evaluated but have not met the requirements or those who have not yet been evaluated.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
61	167	1	Current Student Intent (Goal): The primary goal of the student as of the CURRENT SEMESTER/QUARTER. This data should be collected for all students and will be used in the ICCB statewide follow-up and transfer studies. This item should be updated on an annual basis. 1 - To prepare for transfer to a four-year college or university. 2 - To improve skills for my present job. 3 - To prepare for a future job immediately after attending the community college. 4 - To prepare for the GED test or improve basic academic skills. (Includes English as a Second Language-ESL). 5 - For personal interest/self development -- not career oriented. 6 - Unknown/Other
62	168	1	Transfer Plans: Designed to verify a student's plans to transfer to a four-year college or university. Do you plan to transfer to a four-year college or university? 1 - NOT planning to transfer. 2 - Yes. I plan to transfer to a four-year college or university.
63-66			All Credit Generating Hours Earned by Term at Your Institution. (Two-decimal field - 99V99) The total number of credits generated by term at your institution. Credit hours earned are those hours recorded on the transcript with a passing grade at your college. Exclude failing grades (F, WF, etc.), credits earned by academic exemption tests (e.g., CLEP, Advanced Placement), transfer credits, and community education (PCS 1.3) coursework. Fill with zeroes for those terms in which the student did not earn any hours or was not enrolled.
63	169-172	4	All Summer Term Credit Hours Earned 99V99
64	173-176	4	All Fall Term Credit Hours Earned 99V99
65	177-180	4	All Winter Term Credit Hours Earned 99V99
66	181-184	4	All Spring Term Credit Hours Earned 99V99

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
67-70			Shared Data College-Level Credit Hours Enrolled (Attempted) by Term at Your Institution. (Two-decimal field - 99V99) The total college level credit hours enrolled by term by a student officially enrolled at your community college. Only include Baccalaureate/transfer (PCS 1.1) and Occupational credits (PCS 1.2). Fill with zeroes for those terms in which the student was not enrolled in PCS 1.1 and PCS 1.2 courses. *Exclude credits attempted by academic exemption tests (e.g., CLEP, Advanced Placement), audits, Community Education (PCS 1.3), Remedial 1.4, General Studies 1.5, Vocational Skills 1.6, Adult Education (PCS 1.7-ABE & 1.8-ASE) and English As A Second Language (PCS 1.9) courses.*
67	185-188	4	Shared Data College-Level Summer Term Credit Hours Enrolled (Attempted) at Your Institution (Two-decimal field - 99V99)
68	189-192	4	Shared Data College-Level Fall Term Credit Hours Enrolled (Attempted) 99V99
69	193-196	4	Shared Data College-Level Winter Term Credit Hours Enrolled (Attempted) 99V99
70	197-200	4	Shared Data College-Level Spring Term Credit Hours Enrolled (Attempted) 99V99
71-74			Shared Data College-Level Credit Hours Earned by Term at Your Institution. (Two-decimal field - 99V99) The total baccalaureate/transfer (PCS 1.1) and occupational (PCS 1.2) credit hours successfully completed with a passing grade by term at your community college. Exclude failing grades (F, WF, etc.) and exclude academic exemption test credits (e.g., CLEP, Advanced Placement). Exclude transfer credits. Exclude community education (PCS 1.3), remedial 1.4, general studies 1.5, vocational skills 1.6, adult education (PCS 1.7-ABE & 1.8-ASE), and ESL (PCS 1.9) courses. Fill with zeroes for those terms in which the student did not earn any PCS 1.1 or PCS 1.2 hours or was not enrolled.
71	201-204	4	Shared Data College-Level Summer Term Credit Hours Earned 99V99

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
72	205-208	4	Shared Data College-Level Fall Term Credit Hours Earned 99V99
73	209-212	4	Shared Data College-Level Winter Term Credit Hours Earned 99V99
74	213-216	4	Shared Data College-Level Spring Term Credit Hours Earned 99V99
74A	217	1	Do Not Use
75	218-222	5	Shared Data Cumulative Credit Hours from **All Sources** (Two decimal field - 999V99.) A grand total of college level (PCS 1.1 and 1.2) credit hours earned at your college and those accepted by your community college from all other sources. Include transfer credits from other community colleges, colleges, and universities. Include credits earned by academic exemption tests (e.g., CLEP, Advanced Placement) and life experience credit.
76	223-226	4	High School Graduation or GED Test Completion Year. Enter the four-digit year in which the student completed a high school diploma or GED test (e.g., for a 1991 high school graduate enter 1991). Enter "NO " if a student does not have a high school diploma or GED certificate. Every effort should be made to complete this item (particularly for recent high school or GED completers). These data are used for IPEDS reporting and to provide feedback to high schools. NOTE: The reported year should not exceed the current date.
77	227-232	6	High School Code Six-digit numeric code, 9(6). The first two digits identify the state. The remaining four digits identify the high school. For out-of-state high schools only, provide the state code (left justified followed by 4 zeros). Use 999999 for unknown. A list of high school codes is on pages 174-187.
78	233	1	Term of Primary Degree or Certificate Completion for Graduate Completers. This term should correspond to the information provided in Items 36-39. Report for all completers. (Code 1 or 5 in Item 35-Type of Completion.)

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT

(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			Codes: 0 - DID NOT complete a Primary curriculum 1 - Summer Term 3 - Fall Term 4- Winter Term 6 - Spring Term
79	234	1	Term of Secondary Degree or Certificate Completion for Graduate Completers. Term should correspond to the date provided in Items 40-42. Provide information only for those students who completed more than one curriculum during the current fiscal year. Report for all completers. (Code 1 or 5 in Item 35-Type of Completion.) Codes: 0 - DID NOT complete a Secondary curriculum 1 - Summer Term 3 - Fall Term 4 - Winter Term 6 - Spring Term
80	235	1	Term of Third Degree of Certificate Completion for Graduate Completers. This term should correspond to the information provided in Items 43-45. Provide information only for those students who completed more than one cirriculum during the current fiscal year. Report for all completers. (Code 1 or 5 in Item 35-Type of Completion.) Codes: 0 - DID NOT complete a Third curriculum 1 - Summer Term 3 - Fall Term 4 - Winter Term 6 - Spring Term
81	236	1	Illinois Articulation Initiative Transferable General Education Core Curriculum Status -- Did the student meet the requirements of the general education core curriculum? 1- Met the General Education Core Curriculum -- all applicable coursework taken at the reporting community college. 2 - Met the General Education Core Curriculum -- applicable coursework taken at this college and other higher education institutions.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			3 - Met the General Education Core Curriculum at another college or university. 4 - Did not meet the General Education Core Curriculum 5 - Not pursuing transfer-related coursework The General Education Core Curriculum consists of specified courses in five fields: Communications: 3 courses -- writing (6 semester credits) and oral communications (3 semester credits): Mathematics: 1 or 2 courses (3 to 6 semester credits); Physical and Life Sciences: 2 courses (7 to 8 semester credits) -- One course selected from Life Sciences, one course from Physical Sciences. Students with the appropriate preparation may substitute an initial course designed for science majors for a more general course. At least one laboratory course must be included. Humanities and Fine Arts: 3 courses (9 semester credits) One course selected from Humanities, one course selected from Fine Arts and one course from either Humanities or Fine Arts. Social and Behavioral Sciences: 3 courses (9 semester credits) Courses must be selected from at least two disciplines. For a more in-depth description of the General Education Core Curriculum refer to the iTransfer website: www.itransfer.org/IAIsite/iGenEdCore.qry\
82	237	1	Workforce Investment Act (WIA) Individual Training Account (ITA)/Voucher Recipient Under the WIA specific activities are identified as "training services" and eligible individuals are funded with Individual Training Account vouchers. "Training Services" include occupational training, adult education with a vocational component, customized training, on the job training and skill upgrading/retraining activities. Codes: 0 - Not a WIA Voucher Recipient. (Not Applicable) 1 - ITA/Voucher Payment Received.

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
83	238	1	Veteran Status Identifier 0 - Not a Veteran 1 - Yes. Veteran of Active Duty Military Service (Form DD214 honorable discharge received from Army, Navy, Air Force, Marines, Coast Guard, Active Duty ROTC)
84	239	1	Single Parent (includes single pregnant women). Data are required by federal Perkins legislation as a special needs category. Definitions appear under the section Student Database Definitions and Codes (Page 170). Using a generalized reference to Single Parent is acceptable. Codes: 0 - Not a Single Parent (nor a single pregnant woman) 1 - Single Parent (includes single pregnant women)
85	240	1	Displaced Homemaker. Data are required by federal Perkins legislation as a special needs category. Definitions appear under the section Student Database Definitions and Codes (Page 169). Colleges may choose to collect this information from Local Workforce Investment Board officials. Codes: 0 - Not a Displaced Homemaker 1 - Displaced Homemaker
86	241	1	Special Support for Single Parent (includes single pregnant women) Codes: 0 - Not Applicable (Not a Single Parent nor a single pregnant woman) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources

ITEM	COLUMN	FIELD LENGTH	SUBJECT
87	242	1	Special Support for Displaced Homemakers. Codes: 0 - Not Applicable (Not a Displaced Homemaker) 1 - No Support 2 - Support Services Through Perkins Funds 3 - Support Services Through Other Sources

COMPLETE ITEMS 88 AND 89 ONLY IF STUDENT TOOK INTERNET-BASED COURSEWORK

ITEM	COLUMN	FIELD LENGTH	SUBJECT
88	243-246	4	Internet-Based Credit Hours ENROLLED (ATTEMPTED). (Two-decimal field - 99V99). The total annual credits attempted in Internet-Based courses. Credit hours attempted are those for which the student was officially enrolled. Fill with zeroes for students who did not take any Internet-Based hours. An Internet-Based Course is one whose PRIMARY method of instructional delivery is the World Wide Web/Internet. (Exclude courses where in person or video-conference sessions are the primary instructional delivery mode. Exclude courses where internet materials are used to supplement regular class materials.)
89	247-250	4	Internet-Based Credit Hours EARNED. (Two-decimal field - 99V99). The total annual credits earned in Internet-Based courses. Credit hours earned are those hours recorded on the transcript with a passing grade. An Internet-Based Course is one whose PRIMARY method of instructional delivery is the World Wide Web/Internet. (Exclude courses where in person or video-conference sessions are the primary instructional delivery mode. Exclude courses where internet materials are used to supplement regular class materials.)
90	251	1	Instruction at the East St. Louis Community College Center. Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois College, Shawnee Community College, Kaskaskia College, etc.). There is an interest in separately tracking the successes of students served at the East St. Louis Community College Center. Most community colleges can zero fill this data item.

	FIELD		
ITEM	COLUMN	LENGTH	SUBJECT
			According to your college records: 0 - Not Applicable. No instruction was received by the student at the East St. Louis Community College Center. 1 - Student received instruction exclusively at the East St. Louis Community College Center. 2 - Student received instruction both at your college (e.g., main campus, branch, extension, etc.) and at the East St. Louis Community College Center.
COMPLETE ONLY IF COMPLETER OF SECOND CURRICULUM – ITEMS 40 to 42 = >0			
91	252-260	9	Secondary Curriculum Prefix and Number of Completion: Alpha/numeric. Must be identical to curricula prefix and numbers shown on the ICCB Curriculum Master File and must match the PCS/CIP/DEGREE TYPE of Second Curriculum of Completion Items 40-42, Columns 103-112.
COMPLETE ONLY IF COMPLETER OF THIRD CURRICULUM – ITEMS 43 to 45 = >0			
92	261-269	9	Third Curriculum Prefix and Number of Completion: Alpha/numeric. Must be identical to curricula prefix and numbers shown on the ICCB Curriculum Master File and must match the PCS/CIP/DEGREE TYPE of Third Curriculum of Completion Items 43-45, Columns 113-122.
93	270-271	2	Student Level Codes: As of student's initial registration during the fiscal year. 01 - Freshman 02 - Sophomore 03 - High school student enrolled in college classes but still attending high school 04 - Unclassified or Other

ANNUAL STUDENT ENROLLMENT AND COMPLETION (A1) EDIT PROCEDURES

The procedure for A1 data submission will be exactly the same as for the E1 submission. The concept of ADD, CHANGE, and DELETE is no longer valid. A COBOL edit program for the A1 will be available for the local college use. This program requires an up-to-date curriculum file which also will be available. The A1 edit criteria are as follows:

Error Code	Description	Column Number	Reason
01	Record-Type	1	Record-type is not 'A'
02	Subm Type	2	Submission is not '1'
03	District Number	3-5	Dist-Number is not a valid one or does not match parm
04	College Number	6-7	Coll-Number is not a valid one or does not match parm
05	Student ID/SSN	8-16	SSN is not numeric
07	Fiscal Year	17-18	Fiscal year does not match parm or if a completer from another year, credit hours enrolled are greater than zeroes
10	Student Level	270-271	Must be 01, 02, 03, or, 04. Student is enrolled in PCS 17, 18, 19 or has higher earned degree and is not coded as "Unclassified".
11	Residency Code	19	Residency not 1, 3, 4, 5, 6, or 7
12	IL County Code	20-22	IL student does not have code/not numeric code, or for residency codes 4 through 7, code is not 999
15	State-Code	23-24	Code is not valid/not numeric, or for residency code 7, code is not 99
17	Credit Hour Type	45	Not 'S' or 'Q'
18	Curriculum Prefix and Number	46-54	Not present in this form on the Curriculum Master or 1.3 or 1.4 curriculum indicated. A student cannot be listed as enrolling in a 1.3 or 1.4 curricula
19		25-40	If not a completer, the sum of credit hours enrolled is zero
20	Birthdate	55-62	Must be YYYYMMDD form or filled with zeroes, or invalid month or day
21	Ethnic/Racial	63	Code not 1 through 6
22	Gender	64	Code not 1 or 2
25	Entrance Student Intent	65	Not numeric or code present not 1 through 6
27	Single Parent	239	Single Parent must be 0 or 1
28	Displaced Homemaker	240	Displaced Homemaker must be 0 or 1
29	Enrollment/Degree Objective	66	Code not 1 through 3
30	Disability Status	67	Code not 0 or 1
31	Limited-Engl-Prof	68	Code not 0 or 1
32	Disadvantaged-Stat	69	Code not 0 through 3
33	Special Support-D	70	Code not 0 through 3. If disability status is 0, must be 0; if disability status is 1, cannot be 0

Error Code	Description	Column Number	Reason
34	Special Support-L	71	Code not 0 through 3. If LEP status is 0, must be 0; if LEP status is 1, cannot be 0.
35	Special Support-D	72	Code not 0 through 3. If Disadvantaged status is 0, must be 0; if disadvantaged status is 1, 2, or 3, cannot be 0.
36	Instruct-Approach	73	Code not 0 through 6
37	Support Single	241	Code not 0 through 3; if Single Parent 0 then must be 0; if Single Parent is 1, cannot be 0.
38	Support Displaced	242	Code not 0 through 3; if Displaced Homemaker 0 then must be 0; if Displaced Homemaker 1, cannot be 0.
40	JTPA/Opportunities	74	Code not 0 through 3 or students identified as an Opportunities participant at a college that does not have an approved Opportunities program
41	Occ CIP of ABE/ASE	75-76	If present, not numeric or not valid first two positions of CIP (01 through 52)
42	Completion Type	83	Code not 0, 1, 3, 4, or 5
47	Shared Data Class Level Hours	158-162	If present, not numeric
51	All Sum Enroll Hrs	25-28	If present, not within range of 00.50 through 35.00
52	All Fall Enroll Hrs	29-32	If present, not within range of 00.50 through 35.00
53	All Win Enroll Hrs	33-36	If present, not within range of 00.50 through 35.00
54	All Spr Enroll Hrs	37-40	If present, not within range of 00.50 through 35.00
55	Shared Data Dummy Social Security Number	156	Code not D or 0
56	Shared Data Enrollment Type	157	Code not 1, 2, 3, or 0
60	Primary Curric of Comp	84-92	Completer type is 1, 3, or 4 and curriculum not in this form on Curriculum Master File
61	PCS of Completion-Primary	93-94	If present, not 10, 11, 12, 15, 16, 17, 18, 19
62	CIP of Completion-Primary	95-100	If present, code less than 010101 or greater than 529999
63	Degree Type of Completion-Primary	101-102	If present, not valid degree code (see page 190)
64	PCS of Completion-Secondary	103-104	If present, not '10', '11', '12','15', '16', '17', '18', '19'
65	CIP of Completion-Secondary	105-110	If present, code less than '010101' or greater than '529999'
66	Degree Type of Completion-Secondary	111-112	If present, not valid degree type (see page 190)
67	PCS of Completion-Third	113-114	If present, not 11, 12, 15, 16, 17, 18

Error Code	Description	Column Number	Reason
68	CIP of Completion-Third	115-120	If present, code less than 010101 or greater than 529999

(Note: If the CIP for any 1.2 curriculum of completion ends in 9999 or 1.1 curriculum with CIP 240104, all completion data for that curriculum will be considered to be in error, as those types of CIP codes represent course enrollee categories.)

Error Code	Description	Column Number	Reason
69	Degree Type of Completion-Third	121-122	If present, not valid degree code (see page 190)
70	Remedial Crd Hrs Enroll (Communications)	123-126	If present, not numeric. Credit hours greater than sum of credit hours enrolled (Items 10-13).
71	Remedial Crd Hrs Enroll (Mathematics)	127-130	If present, not numeric. Credit hours greater than sum of credit hours enrolled (Items 10-13).
72	Remedial Crd Hrs Enroll (Reading)	131-134	If present, not numeric. Credit hours greater than sum of credit hours enrolled (Items 10-13).
73	Remedial Crd Hrs Earned (Communications)	135-138	If present, not numeric. Credit hours greater than Total Credit Hours Earned During Fiscal Year (Item 14).
74	Remedial Crd Hrs Earned (Mathematics)	139-142	If present, not numeric. Credit hours greater than Total Credit Hours Earned During Fiscal Year (Item 14).
75	Remedial Crd Hrs Earned (Reading)	143-146	If present, not numeric. Credit hours greater than Total Credit Hours Earned During Fiscal Year (Item 14).
80	Secondary PCS/CIP/ DEGREE Completer Combination	103-112	Invalid combination.
81	Tertiary PCS/CIP/ DEGREE Completer Combination	113-122	Invalid combination.
82	Secondary Curriculum of Completion	252-260	Completer type is 1, 3, or 4 and curriculum prefix and number not in this form on Curriculum Master File Or does not correspond to PCS/CIP/DEGREE TYPE of Second Curriculum of Completion Columns 103-112.
83	Third Curriculum of Completion	261-269	Completer type is 1, 3, or 4 and curriculum prefix and number not in this form on Curriculum Master File Or does not correspond to PCS/CIP/DEGREE TYPE of Third Curriculum of Completion Columns 113-122.

Error Code	Description	Column Number	Reason
85	Student ID/Social Security Number	8-16	Duplicate SSN.
90	Highest Degree Previously Earned	77	Not G,H,C,A,B,M,P,D,O,N,S, or U
91	HS Rank	78-79	If present, not within range of 0 and 99 or "NO."
92	ACT Score	80-81	If present, not within range of 0 and 36 or "NO."
93	Type of Completion	83	ABE completer not identified as graduate completer (1).
94	Signed Declaration of Intent	147	Blank or code present not 0 or 1.
95	Cumulative Cd. Hrs.	148-152	If present, not numeric or greater than 100 or zero if CGPA is greater than 0.
96	Cumulative GPA	153-155	If present, not numeric or greater than 4.00.
100	Minimum Admit Summary	163	If present, code not = 0, 1, 2, 3, or 4 or missing for students enrolled in AA or AS curricula.
101	Term Admission Requirements Met	164	If present, code not = 0, 1, 3, 4, or 6.
102	Fiscal Year Admit Requirements Met	165-166	If present, code not numeric or missing when Term Admission Requirements Met > 0.
105	Current Student Intent	167	Not numeric or code present not 1 through 6.
106	Transfer Plans	168	Transfer Plans must be 1 or 2.
107	All Sum Earned Hrs	169-172	If present, not within the range of 00.50 through 35.00, or greater than enrolled hours.
108	All Fall Earned Hrs	173-176	If present, not within the range of 00.50 through 35.00, or greater than enrolled hours.
109	All Win Earned Hrs	177-180	If present, not within the range of 00.50 through 35.00, or greater than enrolled hours.
110	All Spr Earned Hrs	181-184	If present, not within the range of 00.50 through 35.00, or greater than enrolled hours.
111	Shared Sum Enroll	185-188	If present, not within the range of 00.50 through 35.00 OR exceeds corresponding All Enrolled Hours.
112	Shared Fall Enroll	189-192	If present, not within the range of 00.50 through 35.00 OR exceeds corresponding All Enrolled Hours.
113	Shared Win Enroll	193-196	If present, not within the range of 00.50 through 35.00 OR exceeds corresponding All Enrolled Hours.
114	Shared Spr Enroll	197-200	If present, not within the range of 00.50 through 35.00 OR exceeds corresponding All Enrolled Hours.
115	Shared Sum Earned	201-204	If present, not within the range of 00.50 through 35.00, OR greater than enrolled hours OR exceeds corresponding All Earned Hours.

Error Code	Description	Column Number	Reason
116	Shared Fall Earned	205-208	If present, not within the range of 00.50 through 35.00, OR greater than enrolled hours OR exceeds corresponding All Earned Hours.
117	Shared Win Earned	209-212	If present, not within the range of 00.50 through 35.00, OR greater than enrolled hours OR exceeds corresponding All Earned Hours.
118	Shared Spr Earned	213-216	If present, not within the range of 00.50 through 35.00, OR greater than enrolled hours OR exceeds corresponding All Earned Hours.
119	Earned Hrs From	218-222	Not numeric or greater than 100.
120	Grad/GED Year	223-226	First two digits not = 19 or 20. Numeric check. Cannot be greater than current date or student has graduated from high school and is enrolled in ABE or ASE programs.
121	High Sch Code	227-232	Not numeric or if first two digits = IL code last four digits = 0000 or invalid code. Where first two digits not IL code then last four digits not = 0000.
122	Term of Primary Graduate Completion	233	If present, code not = 0, 1, 3, 4, or 6 OR > 0 if Type of Completion = 0 OR 0 if PCS of Primary Completion > 0.
123	Term of Secondary Graduate Completion	234	If present, code not = 0, 1, 3, 4, or 6 OR > 0 if Type of Completion = 0 OR 0 if PCS of Secondary Completion > 0.
124	Term of Third Graduate Completion	235	If present, code not = 0, 1, 3, 4, or 6 OR > 0 if Type of completion = 0 OR 0 if PCS of Third Completion > 0.
125	WIA Voucher	237	Code not 0 through 1.
126	Veteran Status	238	Code not 0 or 1.
127	Internet-Based Credits ENROLLED	243-246	If present, not numeric. Internet-Based Credit Hours Enrolled greater than sum of credit hours enrolled (Items 10-13).
128	Internet-Based Credits EARNED	247-250	If present, not numeric. Internet-Based Credit Hours Earned greater than Total Credit Hours Earned During Fiscal Year (Total of Items 63 to 66).
129	Instruction at East St. Louis Community College Center	251	Code not 0, 1, or 2.

NONCREDIT COURSE ENROLLMENT (N1) DATA

Noncredit coursework is another way in which community colleges provide service to area citizens. Noncredit courses provide activities that do not meet ICCB Rules for credit courses, such as those designed for specific employers, professional development, or others offered for hobby, leisure, or recreational purposes. Classes and activities included typically require registration whereby individual students can be identified. **Vocational Skills (PCS 1.6) credit courses are excluded.** Examples of Noncredit types of instructional activities or courses follow:

1. Any course that is modified for special groups to the extent that the objectives and content of the course are changed or that does not require the evaluation of student performance. This includes courses developed specifically to meet the unique needs of a business, industry, labor, or government entity or continuing professional development.

2. Courses offered for personal and social development.

Community colleges provide a wide range of noncredit instruction to meet community needs. Collecting basic information about the number of students who enroll in these courses and the types of courses they take will allow us to provide a more complete picture of the courses being offered across the system. Provide one record per student per noncredit course taken during the fiscal year. A single student taking three courses would have three separate records. N1 data should reflect students who enroll in a noncredit course and have their fee paid (where fees are collected) and not refunded and participate in the course. A form is included which colleges may find helpful in collecting noncredit student data. Noncredit course data are collected on an annual basis and are due to the ICCB on or before July 15.

NONCREDIT COURSE ENROLLMENT (N1) DATA
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1	1	Record Type: N
2	2	1	Record Number: 1
3	3-5	3	District Number: Three-digit numeric
4	6-7	2	College Number: Two digit numeric, precede with zero (01 for single-campus districts)
5	8-16	9	Social Security Number/Student Identifier: Nine-digit numeric.
6	17	1	Term of Instruction 1 - Summer 3 - Fall 4 - Winter 6 - Spring
7	18-19	2	Fiscal Year: For 1998-99 (FY-99) enter 99.
8	20-27	8	Birthdate Eight-digit numeric field, 9 (8), in YYYYMMDD form (e.g., for a birthdate of August 27, 1956, enter 19560827).
9	28	1	Ethnic/Racial Classification: 1 - Asian or Pacific Islander 2 - American Indian or Alaskan Native 3 - Black Non-Hispanic 4 - Hispanic 5 - White Non-Hispanic 6 - Nonresident Alien 7 - Other/Unknown
10	29	1	Gender: 1 - Male 2 - Female 0 - Unknown
11	30	1	Highest Degree Previously Earned U - Unknown G - GED H - High School Diploma C - Certificate

NONCREDIT COURSE ENROLLMENT (N1) DATA
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			A - Associate Degree B - Bachelor's Degree M - Master's Degree P - First Professional *(Dental, Law, Medical, Pharmacy, Theology, Veterinary, etc.)* D - Doctoral Degree *(Ph.D., Ed.D, D.A., etc.)* O - Other S - Some *(Persons who successfully passed at least one college-level course at another college/university but did not graduate.)* N- None *(Includes high school students who have not yet graduated/received a high school diploma.)*
12	31	1	Instructional Site 1 - Main campus 2 - Off-campus college OWNED *College controlled branch, extension, or outreach center located away from the main campus.* 3 - Off-campus college LEASED *College controlled branch, extension, or outreach center located away from the main campus.* This category only includes leased facilities for which the college has responsibility for the upkeep and maintenance of the facility as agreed upon in a lease arrangement. 4 - Community based *Site made available to the college by an institution, organization, agency, or firm in the community.* This category is limited to leased, rented or facilities furnished free-of-charge for which responsibility for the upkeep and maintenance of the facility remains the responsibility of the organization providing the space. 5 - Business based *Located at the business contracting for instruction.* Site made available to the college by a business by either leasing, renting, or free-of-charge where facility upkeep and maintenance remains the responsibility of the business providing the space.
13	32	1	Category of Activity: One digit numeric. *Category as administratively determined by college staff for the course. The category should be the same for all individuals enrolled in the same course section.* The categories are arranged in hierarchical order with Code 1 representing the highest priority.

NONCREDIT COURSE ENROLLMENT (N1) DATA
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			1 - Business & Industry Contract 2 - Professional/Vocational Development 3 - Personal and Social Development 4 - Youth Program *(e.g., College for Kids)*
14	33-36	4	Total Contact/Clock Hours Four-digit numeric with an implied decimal point 999v9. *Provide the total number of hours of scheduled instruction given to students (e.g., a course scheduled for 2 hours of classroom instruction for 8 weeks equals 16 contact/clock hours).*

UNIQUE COURSE IDENTIFIERS FOR ITEMS 15-17 SHOULD BE CREATED BY COLLEGE OFFICIALS AND DO NOT REQUIRE ICCB APPROVAL

ITEM	COLUMN	FIELD LENGTH	SUBJECT
15	37-41	5	Course Identification Prefix: Alpha/numeric prefix is the first part of the course identification number. Must be left justified.
16	42-45	4	Course Identification Number: Alpha/numeric prefix is the second part of the course identification number. Must be left justified.
17	46-50	5	Course Section Identifier: Five digit alpha/numeric section identification code. (Section identification codes of the same course must be unique.) Must be left justified.

COMPLETE ITEM 18 ONLY IF ITEM 13 (CATEGORY OF ACTIVITY) = 1, 2, OR 3

ITEM	COLUMN	FIELD LENGTH	SUBJECT
18	51-56	6	Six-Digit CIP of Course. Provide the six-digit Classification of Instructional Programs (CIP) code that most closely fits the course or activity. (Codes 01.0101 - 05.9999, 08.0101 - 31.9999, 38.0101 - 52.9999 are valid for category 1 or 2. All approved CIP codes are valid for category 3.) See Appendix A, CIP Coding Program Category Dimension, of the *MIS Manual* for a list of these codes.
19	57	1	Workforce Investment Act (WIA) Individual Training Account (ITA)/Voucher Recipient. Under the WIA specific activities are identified as "training services" and eligible individuals are funded with Individual Training Accounts vouchers. Colleges may choose to work with Local Workforce Investment Board officials to collect this data.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
			"Training Services" include occupational training, adult education with a vocational component, customized training and on-the-job training and skill upgrading/retraining activities. 0 - Not a WIA Voucher Recipient (Not Applicable) 1 - ITA/Voucher Payment Received.
20	58	1	Completion. Indicate those students who completed course objectives. 0 - Did Not Complete Course Objectives. 1 - Completed Course Objectives.
21	59-62	4	Instruction at the East St. Louis Community College Center. Several community colleges in southwestern and southern Illinois have furnished direct instruction at the East St. Louis Community College Center (e.g., Southwestern Illinois College, Shawnee Community College, Kaskaskia College, etc.). There is an interest in separately tracking the successes of students served at the East St. Louis Community College Center. Most community colleges can zero fill this data item. According to your college records: 0 - Not Applicable. No instruction was received by the student at the East St. Louis Community College Center. 1 - Student received instruction exclusively at the East St. Louis Community College Center. 2 - Student received instruction both at your college (e.g., main campus, branch, extension, etc.) and at the East St. Louis Community College Center.

Student Information

Noncredit Education Enrollment

ABC Community College

Name________________________________ Social Security Number____________________

Birthdate ______/______/______ Sex Male ______ Female ______

(month) (day) (year)

Race/Ethnicity (Please check one)

- ____ Asian or Pacific Islander
- ____ American Indian or Alaskan Native
- ____ Black Non-Hispanic
- ____ Hispanic
- ____ White Non-Hispanic
- ____ Nonresident Alien
- ____ Other/Unknown

Highest Degree Earned (Please check one)

- ____ Doctoral Degree
- ____ 1st Professional Degree
- ____ Master's Degree
- ____ Bachelor's Degree
- ____ Associate Degree
- ____ Certificate
- ____ Some College
- ____ High School Diploma
- ____ GED
- ____ None
- ____ Other

Course Title ____

Course Prefix, Number & Section ____

Prefix Number Section

Instructor ____

These items are necessary for state reporting.
Additional items (e.g., Address, telephone number(s) may be added by the college if desired.)

NONCREDIT COURSE ENROLLMENT (N1) DATA SUBMISSION EDIT PROCEDURES

The procedure for N1 data submission closely resembles the A1 submissions. A COBOL edit program for the N1 will be available for the local college use. The N1 edit criteria are as follows:

Error Code	Description	Column Number	Reason
01	Record-Type	1	Record-type is not 'N'
02	Subm Type	2	Submission is not '1'
03	District Number	3-5	Dist-Number is not a valid one or does not match parameters.
04	College Number	6-7	Coll-Number is not a valid one or does not match parameters.
05	Student ID/SSN	8-16	SSN is not numeric
06	Term	17	Term not 1, 3, 4 or 6.
07	Fiscal Year	18-19	Fiscal year does not match parameters.
20	Birthdate	20-27	Must be YYYYMMDD form or filled with zeroes, or invalid month or day
21	Ethnic/Racial	28	Code not 1 through 7
22	Gender	29	Code not 1, 2 or 0
23	Highest Degree Previously Earned	30	Not G,H,C,A,B,M,P,D,O,N,S, or U
24	Instructional Site	31	Code not 1 through 5
25	Category of Activity	32	Code not 1 through 4
26	Total Contact/Clock Hrs	33-36	Not Numeric, must >0.
27	Course Prefix	37-41	Blank or all zeros.
28	Course Number	42-45	Blank or all zeros.
29	Course Section	46-50	Blank or all zeros.
30	Two-Digit CIP	51-52	Must be in the ranges 01-05, 08-31 or 38-52.
31	Six-Digit CIP	51-56	If present, not an approved code or for category 3 code less than 010101 or greater than 529999 or for category 1 or 2 codes not in the following ranges 01.0101 – 05.9999, 08.0101 – 31.9999, 38.0101 – 52.9999.
32	WIA ITA/Voucher	57	Code not 0 or 1.
33	Completion	58	Code not 0 or 1.
34	Instruction at East St. Louis Community College Center	59-62	Code not 0, 1 or 2.

SUMMER GRADUATE REPORTING FOR THE IPEDS GRADUATION RATE SURVEY

The summer graduate data for the IPEDS Graduation Rate Survey are due on **November 1**. Originally, the cutoff date for the Integrated Postsecondary Educational Data System (IPEDS) Graduation Rate Survey (GRS) corresponded with the state fiscal year --- July 1 through June 30. This time frame allowed ICCB staff to rely on the Annual Enrollment and Completion (A1) data for all completion reporting. However, a technical amendment to the GRS reporting requirements extended the time frame to August 31 in the third year for a student to be counted as a graduate within the three-year time frame -- previously the date was June 30 of the third year. For example, the fall 1994 entering cohort of students was given until August 31, 1997, to graduate and be considered "successful" completers in 150 percent of "normal time." Since the Annual Enrollment and Completion (A1) submission reporting period ends on June 30 an additional data collection effort has become necessary to capture summer graduates from the newest fiscal year.

The following description lists the necessary computer-readable information needed for the newest summer graduates for whom it is too early to report on the A1 submission due each August. The file naming convention for the newest summer graduate file follows: place the district number in the first three positions followed by GRAD.FY where FY is the fiscal year (e.g., Kaskaskia College's file for summer 1998 graduates would be called 501GRAD.99). Only report graduate completers based on the highest level of completion in the current summer (FY99) (*MIS Manual*, A1 format, Item 35, Column 83) in this supplemental submission using the following record layout.

SUMMER GRADUATE REPORTING FOR THE IPEDS GRADUATION RATE SURVEY
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Record Type: GS
2	3-5	3	District Number (3 digit numeric field)
3	6-7	2	College Number (2 digit numeric field, precede with zero). Use 01 for all single college districts.
4	8-16	9	Social Security Number (9 digit numeric field)
5	17	1	Ethnic/Racial Classification 1 = Asian or Pacific Islander 2 = American Indian or Alaskan Native 3 = Black Non-Hispanic 4 = Hispanic 5 = White Non-Hispanic 6 = Nonresident Alien
6	18	1	Gender 1 = Male 2 = Female
7	19-20	2	Fiscal Year of Completion (2 digit numeric field e.g., for summer 1998 records use 99)
8	21-29	9	Primary Curriculum Prefix and Number of Completion: Alpha Numeric. Must be identical to curriculum prefix and numbers shown on the ICCB Curriculum Master File.
9-11			PCS/CIP/DEGREE TYPE of Completion Colleges are asked to provide this information. Two-digit PCS, six digit CIP, and two digit Degree Type of curriculum. These codes should match those assigned to the curriculum on the ICCB Curriculum Master File.
9	30-31	2	PCS: Two digit numeric.
10	32-37	6	CIP: Six digit numeric.

SUMMER GRADUATE REPORTING FOR THE IPEDS GRADUATION RATE SURVEY
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	38-39	2	Degree Type: Two digit numeric (See page 190 of MIS Manual). **Note:** For summer 1998 graduates completing more than one certificate or degree in the summer only, the HIGHEST award completed is reported following the listed hierarchy: 1 - Associate degrees 2 - Advanced Certificates of 30 or More Hours 3 - Basic Certificates of Less than 30 Hours.

The purpose of this supplemental file for the newest summer graduates is only to meet GRS reporting requirements. In the Fiscal Year Annual Enrollment and Completion (A1) submission, which is due on August 1, each year all completion data (up to three degrees/certificates) will be reported to the ICCB.

SUMMER GRADUATE REPORTING FOR THE IPEDS GRADUATION RATE SURVEY EDIT PROCEDURE

Error Code	Description	Column Number	Reason
01	Record-Type	1-2	Record-type is not 'GS'
03	District Number	3-5	Dist-Number is not a valid one or does not match parameters.
04	College Number	6-7	Coll-Number is not a valid one or does not match parameters.
05	Student ID/SSN	8-16	SSN is not numeric
21	Ethnic/Racial	17	Code not 1 through 6
22	Gender	18	Code not 1. 2 or 0
07	Fiscal Year	19-20	Fiscal year does not match parameters.
60	Curric Prefix/No. Comp	21-29	Curriculum not in this form on Curriculum Master File
61	PCS of Completion	30-31	If present. not 10. 11, 12, 15. 16. 17, 18, 19
62	CIP of Completion	32-37	If present. code less than 010101 or greater than 529999
63	Degree Type Completion	38-39	If present. not valid degree code.

STATEWIDE OCCUPATIONAL FOLLOW-UP (FS) STUDY

The purposes of the Occupational Follow-up Study are:

1. To assist and encourage colleges to develop occupational follow-up studies for use in planning, program evaluation, and program advisory committee work.

2. To determine the employment status, job location, and job-entry salaries of occupational program completers and leavers by specific curriculum areas.

STUDENTS TO BE INCLUDED IN THE FOLLOW-UP STUDY

All students identified as completers of the programs selected for study in each year's follow-up must be included in the follow-up study. Results (FS data) of the follow-up study must be submitted for each and every completer of these programs, including those for which no response is received.

Completers of an occupational program are students who finished a planned sequence of courses, services, or activities designed to meet a vocational occupational objective that taught entry-level job skills. These persons must have met all requirements of the institution for program completion and have received a degree or certificate in that curriculum. All students who were reported on A1 records as having completed an occupational program during the previous fiscal year should be surveyed with the exception of correctional center students. To assist schools in identifying completers to be surveyed, the ICCB MIS will produce a list of occupational (1.2) program completers from the A1 data submitted from each school. A listing of programs to be surveyed each year is provided in the Occupational Follow-up Study Manual.

TIME SCHEDULE AND SUBMISSION DATES

The following time schedule should be followed.

ICCB sends colleges a listing of previous fiscal year occupational program completers from A1 data submitted by the colleges. This listing serves as a base for identifying those persons to be included in the Occupational Follow-up Study.	February
Colleges survey students in occupational follow-up.	March
Colleges submit FS data for both respondents and nonrespondents in the follow-up study.	May 30
ICCB sends colleges edits of FS data for colleges to verify and make corrections.	June 30
Colleges finalize FS data verification and corrections.	July 15
ICCB sends colleges occupational follow-up reports.	August 1

COMMUNITY COLLEGE RESPONSIBILITIES

The individual community college bears the primary responsibility for the Occupational Follow-up Study. Each institution is responsible for allocating adequate staff time and personnel to complete the study. A coordinator for the study should be selected and identified to the ICCB. The coordinator is responsible for directing the study at the college and ensuring that each phase of the study is completed on time. Clerical as well as data entry services will be needed at each institution.

A copy of all FS data records submitted to the ICCB also should be kept on file for reference. It is very important that these data be submitted correctly and that the edit listings that show errors, if any, are carefully checked and all corrections resubmitted to the ICCB. Note: An error made by data entry or computer generation of FS data is the same as a no response unless this error is corrected. In the long run, time spent to check the responses as they are returned to the college by the students and employers will be less than that required to correct problems later.

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Card Type: FS
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	College Number: Two-digit numeric, precede with zero (01 for single-campus districts)
4	8-16	9	Social Security Number/Student Identifier: Nine-digit numeric
5	17-18	2	Fiscal Year of Completion: Enter 99 for fiscal year 1999 completers who are surveyed during 2000. The year of completion is always the year before the survey is conducted.
6-7			STUDENT CURRICULUM
(6)	19-23	5	Curriculum Prefix: Alpha/numeric five-digit, left justified. Must be identical to curriculum prefix as shown on the ICCB Curriculum Master File.
(7)	24-27	4	Curriculum Number: Alpha/numeric four-digit, left justified. Must be identical to curriculum number as shown on the ICCB Curriculum Master File.
8	28	1	Sex: 1 - Male 2 - Female
9	29	1	Ethnic/Racial Classification: 1 - Asian or Pacific Islander 2 - American Indian or Alaskan Native 3 - Black Non-Hispanic 4 - Hispanic 5 - White Non-Hispanic 6 - Nonresident Alien
10	30	1	Program Level: Code "2" for everyone.

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	31	1	Student's Status: 1 - Completer* 2 - Deceased
12	32	1	Special Populations Classification: 1 - Not special population student 2 - Disabled only 3 - Limited-English-Proficient only 4 - Disadvantaged only 5 - Disabled and Disadvantaged 6 - Disabled and Limited-English-Proficient 7 - Limited-English-Proficient and Disadvantaged 8 - Disabled, Limited-English-Proficient, and Disadvantaged
13	33	1	Instructional Approach: 1 - Cooperative Education 2 - Apprenticeship Enrollment 3 - Previously Participated in a Tech Prep Program While in High School (not current cooperative education or apprenticeship) 4 - Cooperative Education and Previously Participated in a Tech Prep Program While in High School 5 - Apprenticeship Enrollment and Previously Participated in a Tech Prep Program While in High School 6 - Currently Participating in a Tech Prep Program 0 - All Other
14	34	1	Reply to Follow-up Survey: This item is to be completed on each record. If code is not "1," leave remaining items blank. 1 - Reply received 2 - No reply received 3 - Follow-up not required - Student deceased 4 - Follow-up not required - Correctional student

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*Completer of an occupational program refers toa student who finished a planned sequence of courses, services, or activities designed to meet a vocational occupation objective that taught entry-level job skills. This person must have met all requirements of the institution for program completion and graduated from the institution

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

STUDENT SURVEY DATA

ITEM	COLUMN	FIELD LENGTH	SUBJECT
15	35	1	Objective for Attending College (Survey Item 1): 1 - Obtain skills needed for entry into new or different job 2 - Improve skills needed in present job 3 - Explore courses to decide on a career 4 - Take coursework for transfer to another college 5 - Personal interest or self-development Blank - No response to this item
16	36	1	Educational Status (Survey Item 2): Item must be completed if Data Format Item 14 is "1." 1 - Have not been enrolled in college or university since leaving 2 - Have been enrolled in another college or university since leaving but am not currently enrolled 3 - Currently enrolled in field of study related to previous community college program 4 - Currently enrolled in field of study unrelated to previous community college program Blank - No response to this item
17	37	1	Present Employment Status (Survey Item 3): Item must be completed if Data Format Item 14 is "1." 1 - Employed full-time 2 - Employed part-time 3 - Full-time military service 4 - Unemployed, seeking employment 5 - Unemployed, not seeking employment Blank - No response to this item

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
18	38	1	Reason for "not seeking employment" (Response to the five categories, a-e, listed under Item 3, Choice "5" of the Survey.) Complete only if Data Format Item 17 is "5." 1 - Full-time student 2 - Full-time homemaker 3 - Health disability 4 - Family responsibilities 5 - Other Blank - No response to this item or does not apply
19	39	1	Relationship of Present Job to Community College Program (Survey Item 4): This item must be coded if Data Format Item 17 was coded "1" or "2." 1 - Related 2 - Not related Blank - Item 17 not 1 or 2
20	40-41	2	Reason Why Present Job Is Not in Related Field (Survey Item 4-1): To be coded only if Data Format Item 19 was "2." 01 - Preferred to work in another field 02 - Found better paying job in another field 03 - Could not find a job in field of preparation 04 - Worked previously in field of preparation, but changed 05 - Preferred not to move to new locality 06 - Temporary job while in transition (either in college between jobs or summer employment) 07 - Took job in order to get preferred working hours 08 - Did not complete program or pass licensing test in order to be eligible to work in my field of preparation 09 - Health problems prevented me from working in field of preparation 10 - Other (specify) Blank - No response to this item or does not apply

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
21	42-43	2	Hours Worked Per Week (Survey Item 5): Two-digit numeric field use 00-60. For those reporting less than 10, precede with zero. Hours should not exceed "60." If response is greater than 60, code as "60." Blank - No response to this item or does not apply
22	44-47	4	Hourly Salary (Survey Item 6): Four-digit numeric field 99V99 - 2 decimal places. If amount is less than $10.00, precede with 0. For respondents reporting $$$ per "hour," enter amount reported. If respondent reports for any other payment period, hour salary must be calculated. Please check this item carefully for reasonableness. Blank - No response to this item or does not apply
23	48	1	Job Satisfaction (Survey Item 7): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
24	49	1	Beginning of Present Job (Survey Item 8): 1 - Before entering the college program 2 - While enrolled in the college program 3 - After leaving the college program Blank - No response to this item
25	50	1	Location of Employment (Survey Item 9): 1 - Within the community college district 2 - Outside the community college district 3 - Outside Illinois Blank - No response to this item and location could not be determined from employer information provided at end of Survey

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
26-31			SATISFACTION WITH PROGRAM
(26)	51	1	Content of Program Skills Courses (Survey Item 10a): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(27)	52	1	Lecture, Lab Experience (Survey Item 10b): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(28)	53	1	Equipment, Facilities, and Materials (Survey Item 10c): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(29)	54	1	Job Preparation (Survey Item 10d): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(30)	55	1	Preparation for Further Education (Survey Item 10e): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
(31)	56	1	Information on Current Employment (Survey Item 10f): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
32-36			SATISFACTION WITH OTHER COURSES
(32)	57	1	Content of Other Courses (Survey Item 11a): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(33)	58	1	Lectures, Lab Experience (Survey Item 11b): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(34)	59	1	Equipment, Facilities, Materials (Survey Item 11c): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
(35)	60	1	Job Preparation (Survey Item 11d): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
(36)	61	1	Preparation for Further Education (Survey Item 11e): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied Blank - No response to this item
37-44			SATISFACTION WITH SERVICES
(37)	62	1	Financial Aid (Survey Item 12a): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item
(38)	63	1	Academic Advising (Survey Item 12b): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item
(39)	64	1	Career Planning (Survey Item 12c): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
(40)	65	1	College Transfer Planning (Survey Item 12d): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item
(41)	66	1	Counseling (Survey Item 12e): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item
(42)	67	1	Tutoring (Survey Item 12f): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item
(43)	68	1	Library/Audio Visual (Survey Item 12g): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item

STATEWIDE OCCUPATIONAL FOLLOW-UP STUDY
FS DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
(44)	69	1	Student Activities (Survey Item 12h): 1 - Very dissatisfied 2 - Somewhat dissatisfied 3 - Somewhat satisfied 4 - Very satisfied 0 - Did not use Blank - No response to this item
45	70-80	11	DO NOT USE

CONSISTENCY CHECKS FOR FS DATA

1. If Present Employment Status (Item 17) equals "1" or "2," then Relationship of Present Job (Item 19) should equal "1" or "2."

2. If Present Employment Status (Item 17) equals "3" or "4", then Items 18 through 25 should be blank. If Item 17 equals "5," Item 18 should be completed and Items 19 through 25 should be blank.

3. If Item 17 equals "1," then Item 21 should be equal to or greater than 30.

4. If Item 17 equals "2," then Item 21 should be less than 30.

5. Reason for Not Seeking Employment (Item 18) should be blank if Item 17 does not equal "5."

6. Relationship of Present Job (Item 19) should be consistent with Job Title information provided at end of student survey.

7. Location of Employment (Item 25) should agree with employer information provided at end of student survey.

The criteria for error determination for the follow-up study are as follows:

Error Code	Description	Column Number	Reason for Errors
01	Card Type	1-2	Card type is not 'FS'
02	District Number	3-5	District number is invalid
03	College Number	6-7	College number is invalid
04	SSN/Student ID	8-16	SSN/ID is not numeric or contains blanks
05	FY of Completion	17-18	Fiscal year is invalid or not numeric
06	Curriculum Prefix	19-23	Curriculum prefix is invalid or not numeric
	Curriculum Number	24-27	Curriculum number is invalid or not numeric
07	Sex	28	Sex is not 1 or 2
08	Ethnic/Racial Classif.	29	Ethnic/race is not 1 through 6
09	Program Level	30	Program level is not 2
10	Student's Status	31	Student status is not 1 or 2
11	Special Populations Classification	32	Special populations code is not 1 through 8
12	Instructional Approach	33	Instructional approach is not 1 through 6, or 0
13	Reply to Follow-up Survey	34	Reply to follow-up survey is not 1 through 4

Error Code	Description	Column Number	Reason for Errors
14	Objective for Attending College	35	Objective is not 1 through 5 or blank
15	Educational Status	36	Educational status is not 1 through 4 or blank
16	Present Employment Status	37	Present employment status is not 1 through 5 or blank
17	Reason for not Seeking Employment	38	Reason is not 1 through 5 or blank
18	Relationship of Present Job to Comm. Coll. Prog.	39	Relationship is not 1,2, or blank
19	Reason Present Job is not in Related Field	40-41	Reason is not 1 through 10 or blank
20	Hours Worked per Week	42-43	Hours/week is not numeric or blank
21	Hourly Salary	44-47	Hourly salary is not numeric or blank
22	Job Satisfaction	48	Job satisfaction is not 1 through 4 or blank
23	Beginning of Present Job	49	Beginning job is not 1 through 3 or blank
24	Location of Employment	50	Location of employment is not 1 through 3 or blank
25	Content of Program Skill Courses	51	Program content is not 1 through 4 or blank
26	Lecture, Lab Experience	52	Program experience is not 1 through 4 or blank
27	Equipment, Facilities, and Materials	53	Program experience is not 1 through 4 or blank
28	Job Preparation	54	Program job prep. is not 1 through 4 or blank
29	Preparation for Further	55	Program prep. education is not 1 Education through 4 or blank
30	Information on Current	56	Program information employment is Employment not 1 through 4 or blank
31	Content of Other Courses	57	C-Content is not 1 through 4 or blank
32	Lectures, Lab Experience	58	C-Experience is not 1 through 4 or blank
33	Equipment, Facilities, and Materials	59	C-Equipment is not 1 through 4 or blank
34	Job Preparation	60	C-Job-Prep is not 1 through 4 or blank
35	Preparation for Further	61	C-Prep-Educ is not 1 through 4 or Education blank
36	Financial Aid	62	Fin. Aid is not 1,2,3,4,0 or blank
37	Academic Advising	63	Academic Advising is not 1,2,3,4, 0, or blank
38	Career Planning	64	Career Planning is not 1,2,3,4,0, or blank
39	College Transfer Planning	65	College transfer is not 1,2,3,4,0, or blank
40	Counseling	66	Counseling is not 1,2,3,4,0, or blank
41	Tutoring	67	Tutoring is not 1,2,3,4,0, or blank
42	Library/Audio Visual	68	Library/Audio is not 1,2,3,4,0, or blank
43	Student Activities	69	Student activity is not 1,2,3,4,0, or blank

ICCB OCCUPATIONAL FOLLOW-UP SCHEDULE

Program	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
Agriculture	Ag Mech-0102				Ag Bus-0101 Ag Prod-0103 Ag/Food Proc-0104 Ag Supp-0105 Hort-0106 Forest Prod-0304 Wildlife-0306
Business	Entrp Mgt-5207 Hosp Mgt-5209 Hum Res Mgt-5210 Intr Bus-5211 Mktg Mgmt-5214 Real Est-5215	Dat Proc-5212	Adm & Mgt-5202 Adm/Sec-5204	Bus. Gen-5201 Acct-5203 Fin Mgmt-5208	Apparel-0801 Entrep-0803 Fin Serv-0804 Food Products-0806 Gen Ret/Whol-0807 Hospit-0809 Ins Mkt-0810 Tour/Trav-0811
Communications		Advert-0902 Journ-0904 Public Rel-0905 Radio/TV-0907 Comm Tech-1001			
Consumer			Cosmet-1204	Mort Sci-1203	
Eng-Related	Indust Prod-1506 Mining-1509	Elcty/Elctr-1503 Electromech-1504	Civil Eng-1502	Qual Cont-1507 Mech Eng-1508 Misc Eng-1511	Envir Cont-1505
Health	Comm Disord-5102 Hlth Asst-5108 Mntl Hlth-5115	Hlth Med Serv-5107	Dental-5106 Diagnostic-5109	Med Lab-5110 Opthal-5118	Nursing-5116 Misc Hlth-5126
Home & Inst. Services	Tchr Aide-1315 Child Care-2002	Clothing-2003	Culinary-1205 Food Wkr-2004	Home Furn-2005	Custodial-2006
Legal Asst		Legal Asst-2201			
Tech Writing			Tech Writ-2311		
Library Asst				Lib Asst-2503	
Parks & Rec					Parks Mgmt-3103 Hlth/PE/Fit-3105
Science Tech	Bio Tech-4101 Nuclear-4102 Phy Sci-4103				
Protective Serv		Crim Just-4301 Criminology-4504	Fire Prot-4302		
Pub & Soc Serv	Pub Adm-4404 Soc Serv-4407				
Const Trades	Masons, Tstr-4601 Carpentry-4602	Elect & Pwr-4603	Const Mgrs-4604	Plumbing-4605	Const Intg-4610
Mach & Repair	Ind Equip-4703 Veh Rep-4706	Elcty/Elctr-4701		HACR-4702	Stat Eng-4705
Prec Work	Upholstery-4803	Woodwork-4807		Drafting-4801 Grph/Prnt-4802 Prec Metal-4805	
Trans & Mat. Moving	Air Trans-4901 Veh Oper-4902 Deckhnd Trng-4903 Railroad Op-4904				
Vis & Perf Arts				Graphic Arts-5004	Theatre-5005

NONRETURNING STUDENT SPECIAL SURVEY

As a part of the community college system's efforts to develop outcome assessments for the variety of students served by the colleges, a survey of nonreturning students has been developed. A separate manual provides detailed information, including the cohort description, survey instrument, cover letter, time line/submission dates, record layout, and other supportive materials. The nonreturning student survey will be conducted on a periodic basis, and the characteristics of the cohort to be tracked will vary.

STUDENT DATABASE DEFINITIONS AND CODES

ATHLETICALLY RELATED STUDENT AID

Any scholarship, grant, or other form of financial assistance, offered by an institution (foundation, alumni, or other source), the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution in order to be eligible to receive such assistance. This definition corresponds to the IPEDS Graduation Rate Survey definition.

CENSUS DATE

The last date on which registration or withdrawals are allowed without penalty. For regular terms, this is normally the tenth day of the term.

COMPLETER

A completer is a student who completes all requirements of an approved curriculum and receives a certificate or degree.

DISABILITY

See DEFINITIONS AND EXPLANATIONS OF SPECIAL POPULATIONS CATEGORIES on page 167.

DISADVANTAGED

See DEFINITIONS AND EXPLANATIONS OF SPECIAL POPULATIONS CATEGORIES on page 167.

ENROLLMENT FTE BY COURSE

A calculation of FTE enrollment based on distribution of credit hours by type of course and dividing by 15. This procedure is used for reporting FTE by the seven instructional areas and on-campus day FTE used for space eligibility.

Course, Day - 01. A degree or certificate approved course scheduled to begin between the hours of 7:00 a.m. and 4:50 p.m., Monday through Friday, excludes noncredit instructional activities in public service.

Course, Evening - 01. A degree or certificate approved course scheduled to begin between the hours of 5:00 p.m. and 6:59 a.m., Monday through Friday.

ENROLLMENT STATUS

Continuing Student (Code 5) - A student who was enrolled at this college the previous term. For fall term, the previous term includes spring or summer. It is possible for a student to move from Code 5-Continuing to Code 6-Student Who Moved to College-Level Coursework from Pre-College or General Studies/Vocational Skills.

First-time Student in College-Level Coursework-New to Higher Education (Code 1) - A student who has not previously enrolled in college-level classes at a college or university enrolled in 50 percent or more of their coursework in college-level classes (PCS 1.1 or 1.2). First-time summer students also are classified first-time in the fall. Also include students who entered with advanced standing (college credits earned before graduation from high school).

New General Studies or Vocational Skills Student (Code 4) - A student who has not previously enrolled at a college or university enrolled in 50 percent or more of their coursework in general studies or vocational skills (PCS 1.5 or 1.6). First-time summer students also are classified first-time in the fall.

New Pre-college Student (Code 2) - A student who has not previously enrolled at a college or university enrolled 50 percent or more of their coursework in ABE/ASE/ESL (PCS 1.7, 1.8, or 1.9) or remedial (PCS 1.4) classes. First-time summer students also are classified first-time in the fall.

Returning Student (Code 7) - A student who was enrolled at his college previously but not enrolled the previous term. For fall term, the previous term includes spring or summer.

Student Who Moved to College-Level Coursework from Pre-college or General Studies/Vocational Skills (Code 6) - A student enrolled for the first time as 50 percent or more in college- level coursework (PCS 1.1 or PCS 1.2) who has previously been counted in one of the following categories: New Pre-college Student OR New General Studies or Vocational Skills Student OR Continuing.

Transfer Student (Code 3) - A student entering the institution for the first time this term having earned academic credit at another institution of higher education. Include students enrolled in the fall term who transferred to the institution for the first term the prior summer. Persons identified as transfer students have prior higher education experience at another college or university regardless of whether or not these credits are being applied to their current community college program.

These definitions along with an accurate response to the Highest Degree Previously Earned data item on the student database should allow for more consistent classification of students with prior higher education experience.

ETHNIC/RACIAL CLASSIFICATIONS

American Indian or Alaskan Native (Code 2) - A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander (Code 1) - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands, and Samoa.

Black, Non-Hispanic (Code 3) - A person having origins in any of the black racial groups of Africa.

Hispanic (Code 4) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Nonresident Alien (Code 6) - A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens and noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.

White, Non-Hispanic (Code 5) - A person having origins in any of the original peoples of Europe, North America, the Middle East (except those of Hispanic origin).

FIRST PROFESSIONAL DEGREES

The following are considered First Professional degrees:

Chiropractic (D.C. or D.C.M.)
Dentistry (D.D.S. or D.M.D.)
Medicine (M.D.)
Optometry (O.D.)
Osteopathic Medicine (D.O.)
Pharmacy (D. Phar.)
Podiatry (Pod. D. or D.P.)
Veterinary Medicine (D.V.M.)
Law (J.D., L.L.B)
Theology (M. Div. or M.H.L. or B.D.)

FULL-TIME STUDENT

A student taking 12 or more semester or quarter hours during the semester or quarter.

INSTRUCTIONAL APPROACH CLASSIFICATIONS

Cooperative Education - A student enrolled in a program of vocational education for persons who by written cooperative arrangements between the school and employers are employed and receive compensation, and also receive instruction, by alteration of study in school with a job in any occupational field. However, these two experiences must be planned and supervised by the school and employers so that each contributes to the person's education and his or her employability. Work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

Apprenticeship - A student registered either by the federal or state government and currently enrolled in a related course leading to journeyworker status (apprenticeship program).

INSTRUCTIONAL SETTING

See DEFINITIONS AND EXPLANATIONS OF SPECIAL POPULATIONS CATEGORIES on page 167.

LIMITED-ENGLISH-PROFICIENT

See DEFINITIONS AND EXPLANATIONS OF SPECIAL POPULATIONS CATEGORIES on page 167.

PART-TIME STUDENT

A student taking less than 12 semester or quarter hours during the semester or quarter.

RESIDENCY CLASSIFICATIONS (See Appendix B for complete information.)

In-district Student - A student whose residence is within the community college district and who is attending the community college in that district.

Out-of-district Student - A student attending a community college whose residence is not within the boundaries of the community college district but within the State of Illinois.

State Correctional Institution Student - A student attending a community college whose residence is within a state correctional institution.

Out-of-state Student - A student who is legally domiciled outside Illinois but within the United States and its possessions.

Federal Correctional Institution Student - A student attending a community college whose residence is within a federal correctional institution.

Foreign Country Student - A student who is legally domiciled in a country other than the United States.

SPORT CODE FOR SCHOLARSHIP ATHLETES

Identify the intercollegiate sport of participation for students receiving athletically related aid using the following hierarchically arranged categories.

1 = Football
2 = Basketball
3 = Baseball (Does not include softball)
4 = Cross Country and Track (Indoor/Outdoor) Combined
5 = Any Other Sport
0 = Not a Scholarship Athlete

Note that Softball should **not** be reported in the Baseball category. Report Softball in the Any Other Sport category.

Most scholarship athletes participate in a single sport to be eligible to receive athletically related aid. Students participating in multiple sports should be reported only **once** according to the listed hierarchy. For example, an athlete whose scholarship stipulates that he/she compete in both Track (4) and Basketball (2) should be report under the Basketball (2) category. Students who compete in multiple sports but whose financial assistance is tied to partipation in only one of these sports should be reported under the sport for which the student receives financial assistance for his/her participation. An athlete whose scholarship stipulates that he/she compete in Track who also competes in Baseball as a nonscholarship athlete or "walk-on" would be reported under the Cross Country and Track (4) category.

STUDENT LEVEL CLASSIFICATIONS

A classification of a student enrolled in the community college based on the following definitions:

Freshman - A student who has completed fewer than thirty semester hours (45 quarter hours) of college credits and is not also enrolled in high school.

Sophomore - A student who has completed at least thirty semester hours (45 quarter hours) but less than sixty semester hours (90 quarter hours) or a student without a previous degree who has more than sixty semester hours and is continuing to pursue an associate degree.

High School Student - A student enrolled in community college credit courses who is still attending high school.

Unclassified - Students enrolled in credit courses who:

1. Do not meet minimum requirements for entrance as regular college-level students, including students who are enrolled in adult basic or adult secondary education. (Note: These students still need an appropriate curriculum code.)
2. Already have a Bachelor's Degree or Associate Degree but who are taking courses at the same level or lower. (Note: These students still need an appropriate curriculum code.)

STUDENT MAJOR

The official ICCB-approved curriculum in which the student is enrolled. On the E and A records, report the I.D. of that curriculum as it appears on the ICCB Curriculum Master File. Course enrollee categories are on file in PCS 1.1 and 1.2 to classify students who have not declared a specific curriculum. The classification is determined by the type of courses in which the student is enrolled.

TERM OF COMPLETION FOR GRADUATE COMPLETERS

The semester or quarter when a student is formally granted a degree or certificate. Report for all completers (Code 1 or 5 in Item 35-Type of Completion.) The term codes used in conjunction with the Course Section Enrollment (S3) Format are used for the Annual Enrollment and Completion File (A1).

TIME OF ATTENDANCE CLASSIFICATIONS

The time of attendance that accounts for the majority of the student's course enrollment (if one-half or more is day, use day).

Day - 7:00 a.m. to 4:59 p.m., Monday - Friday

Evening - 5:00 p.m. to 6:59 a.m., Monday - Friday

Weekend - Saturday or Sunday

(The classification applies to a student as reported on the E-Records. Day FTE as calculated for space eligibility is based on course enrollments and is reported on survey forms--see Enrollment FTE by Course.)

TYPE OF ATTENDANCE CLASSIFICATIONS

On-campus - A student who has the majority of his/her instructional credit courses (credit hours) taught in on-campus facilities. Students registered for equal numbers of credit hours at on- and off-campus facilities should be counted as on-campus students.

Off-campus - A student who has the majority of his/her instructional credit courses (credit hours) taught in other than on-campus facilities which are within the community college district.

Out-of-district/Out-of-state - A student who has the majority of his/her instructional credit courses (credit hours) taught in facilities which are located outside the community college district.

Homestudy - A student who has the majority of his/her instructional credit courses (credit hours) taught by the college by mail, radio, television, or newspaper.

TYPE OF COMPLETION

Graduate Completer - A student who completes all requirements of an approved curriculum and receives a certificate or degree.

GED Completer - An adult secondary education (PCS 1.8) or advanced English as a Second Language (PCS 1.9) student who successfully passes the GED examination.

High School Diploma Completer - An adult secondary education (1.8) or advanced English as a Second Language (PCS 1.9) student who obtains a high school diploma through the completion of an alternative high school program at a community college.

Other Adult Basic Education/ESL Advancement Among Designated Levels - Used to indicate Adult Basic Education (PCS 1.7) and English as a Second Language (PCS 1.9) student progress from one of the designated levels to the next higher level (Beginning to Intermediate or Intermediate to Advanced). Use the PCS and CIP combination of the level completed.

Adult Beginning Level (grade equivalent 0-5.9) PCS 17 CIP 320110 DEGREE 11	advanced to Adult Intermediate Level (grade equivalent 6.0-8.9
Adult Intermediate Level (grade equivalent 6.0-8.9) PCS 17 CIP 320120 DEGREE 11	progressed to Adult Secondary Education (grade equivalent 9.0-12+
ESL Beginning Level (CELSA/MELT 0-V) PCS 19 CIP 320140 DEGREE 11	advanced to ESL Intermediate Level (CELSA/MELT VI-VII)
ESL Intermediate Level (CELSA/MELT VI-VII) PCS 19 CIP 320150 DEGREE 11	progressed to ESL Advanced Level (CELSA/MELT VIII and above)

ENGLISH AS A SECOND LANGUAGE PROGRAM LEVELS IN PCS 1.9

Levels are defined as Student Performance Levels (SPL) of Mainstream English Language Training (MELT).

Beginning Level - Comparable to Level 1 CELSA/MELT Levels 0 - V
For students who possess limited or no oral proficiency in English and may or may not read or write in their primary language.

EXIT LEVEL SKILLS:

General: Possess limited functioning related to immediate needs
Listening: Comprehend range of high-frequency words used in context
Speaking: Communicate survival needs using learned phrases and sentences
Reading: Get limited meaning from print with successive rereading and checking
Writing: Copy words, phrases and write sentences based on previously learned materials

Intermediate Level - Comparable to Level 2 CELSA/MELT Levels VI - VII

For students who possess skills to function satisfactorily in basic survival situations related to needs, comprehend conversation, participate in basic conversations, read simplified material, and write short messages.

EXIT LEVEL SKILLS:

General: Function independently in most familiar situations
Listening: Comprehend conversations containing some unfamiliar vocabulary
Speaking: Participate in face-to-face conversations on topics beyond survival needs
Reading: Read materials on familiar subjects
Writing Perform basic writing tasks in familiar contexts

Advanced Level - Comparable to Level 3 CELSA/MELT Level VIII and Above

For students who possess skills to function effectively in social situations, comprehend conversations on unfamiliar topics, participate in extended conversation, read authentic materials, and compose routine correspondence and paragraphs.

EXIT LEVEL SKILLS:

General: Meet social, academic, and vocational demands with confidence and success
Listening: Comprehend narration of factual materials
Comprehend abstract topics in familiar contexts
Understand conversations, discussions, and speeches on topics related to field of interest
Speaking: Participate in casual, formal, and extended conversation on practical and academic topics
Reading: Read standard materials such as newspapers and correspondence: technical materials in field of interest; authentic materials; and nontechnical prose on most subjects
Writing: Respond to questions on forms and applications and write simple discourse of several paragraphs

DEFINITIONS AND EXPLANATIONS OF SPECIAL POPULATIONS CATEGORIES

OVERVIEW OF SPECIAL POPULATIONS CATEGORIES

It is extremely important that the special populations data be accurate and complete. Data reported on the A1 submission forms the foundation for all required Perkins III performance reporting requirements. Accurate and consistently reported special populations data are critical to this process. In addition to performance reporting the data are used to document that special populations services are being provided through Perkins III funds. The college should report the special populations status of all students regardless of program of enrollment. The following applies to the college's entire occupational program:

- equal access to enrollment, recruitment, and placement;
- equal access to the full range of occupational education programs;
- rights and protections guaranteed under Section 504 of the Rehabilitation Act of 1973;
- coordinated planning between representatives of vocational education, rehabilitation agencies, and special education where applicable;
- provision of occupational education to special populations students will be monitored; and
- the institution will provide the following information to any individual who requests it or seeks admission to occupational education:
    - the opportunities available in occupational education,
    - requirements for eligibility,
    - specific courses available,
    - special services available,
    - employment opportunities, and
    - placement.

The State Board's *Illinois Guidelines for Serving Special Population Students in Vocational Technical Education Programs* should be reviewed for expanded information. Most Perkins III funds may only be expended in "targeted" programs (see Section 3 of the Postsecondary Education for Employment Plan for details). Within these "targeted" programs, the following is required:

- assessment of the special needs of students in targeted programs;
- provision of supplementary services necessary for special populations students to succeed in the occupational program;
- availability of guidance, counseling, and career development activities; and
- availability of counseling and instructional services designed to facilitate the transition from school to post-school employment and career opportunities.

A student should be coded in all special populations categories applicable to the student.

A student will be reported as "served" in one of the following categories:

- served in a targeted program with Perkins III funds,
- served in any occupational program with funds other than Perkins III, or
- no special support.

DISABILITY

For reporting purposes at the postsecondary level, a person with a disability is defined as:

- an individual who has a physical or mental impairment that subsequently limits one or more of the major life activities of such individual and/or has a record of such impairment.

Some suggested methods for identifying students with disabilities include: (1) voluntary self-identification, (2) health service records, (3) staff/counselor referrals, and (4) Department of Rehabilitation Services clients.

DISADVANTAGED

Identification of disadvantaged persons should be based upon the following conditions:

A. The individual is not succeeding or cannot be expected to succeed in a postsecondary program without special assistance.

B. Individuals, not groups, are identified.

C. The individual is identified by the effect, not the cause, of his/her disadvantaged condition.

D. The individual's disadvantaged condition is a contributing factor to his/her lack of success.

The criteria are stated in general terms so that colleges may establish their own systems of identification based on the criteria. Because colleges must substantiate the identification procedures and demonstrate that related services were provided, it is essential that the actual procedures used for identification be clearly specified. The college is responsible for determining annually whether students need special services and/or special programs to develop their abilities in postsecondary programs of their interest and within their potential. There are two categories of disadvantaged students: economically disadvantaged and academically disadvantaged.

Economically Disadvantaged: a person who is identified on the basis of:

- receipt of a Pell Grant or comparable state program of need-based financial assistance;

- annual income is at or below the official poverty level;
- participant or participant's parent is a recipient of public assistance; or
- participant is eligible for participation in programs assisted under Title II of the JTPA.

Academically Disadvantaged: a person who is identified on the basis of:

- performing at or below the 25th percentile on a standardized achievement or aptitude test in reading skills, writing skills, or math skills;
- receiving a grade of D or below in a postsecondary class and needs support services to succeed in that class;
- receiving remedial, developmental, ABE, or ASE instruction; or
- being on academic probation.

Substantive evidence of the identification criteria must be on file at the college.

DISPLACED HOMEMAKER – A displaced homemaker (Perkins III) is defined as an individual who (1) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills or (2) has been dependent on the income of another family member but is no longer supported by that income; or (3) is a parent whose youngest child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and (4) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

LIMITED-ENGLISH-PROFICIENT

Limited-English-Proficient students are students who:

- were not born in the United States, or whose native language is a language other than English;
- come from environments where a language other than English is dominant; or
- are American Indian or Alaskan Native and come from environments where a language other than English has had a significant impact on their level of English-language proficiency;

AND

- by reason thereof, have sufficient difficulty speaking, reading, writing or understanding the English language as to deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

SINGLE PARENT - A single parent (Perkins III) is defined as either a single pregnant woman or an individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent either has custody or joint custody.

DEFINITION OF SUPPORT SERVICES

No Support. A student identified as having one of the special populations conditions should be reported in "no support" if that student is not receiving any special support services.

Support Services Through Perkins Vocational Education Grant Funds. A student identified as having one of the special populations conditions should be reported in this category if that student is enrolled in a targeted program -- these students also must be receiving special support services through Perkins funds. Only those services allowable under Perkins funding should be included. The student must have been enrolled concurrently in at least one funding category 2, 3, or 4 occupational course when the service was received and have a curriculum PCS of 1.2, 1.6, 1.7, 1.8, or 1.9 to be coded in this category.

Support Services Through Other Sources. A student identified as having one of the three special populations conditions should be reported in this category if that student received special support services through other sources of funds -- these students may be enrolled in targeted or nontargeted programs.

SUGGESTIONS FOR IMPROVING SPECIAL POPULATIONS REPORTING

Some confusion remains regarding the reporting of special populations students on the colleges' Annual Enrollment and Completion (A1) records. These records are used to generate the colleges' performance reports and Perkins reports that are submitted from ICCB to ISBE. Part of the problem appears to be the internal process for getting the information on the A1 record. Following are some suggestions that could facilitate a smoother transition of information from the identifier/service provider to the database that generates the A1.

Step 1. The key to a good internal process is the formation of a group of involved key personnel. This should include the special populations coordinator, the occupational dean, the dean of student services, the director of counseling, the MIS coordinator, the director of data processing, and anyone else involved in identifying, serving, or maintaining student records.

Step 2. The above group should identify all the methods used to identify special populations students. (The ICCB *MIS Manual* provides suggested methods for each population.) An orderly process for getting the identified students recorded should be developed.

There are several ways that this can be done. A type(s) of special population identifier can be kept on the student's record and can be either entered at the time of identification, at intervals during the year, or at the end of the year from manual records. The college might want to consider a separate computer file on special populations students that interfaces with the student records when the A1 record is created. Given this latter method, individuals identifying and/or serving students could access and update the file without concerns regarding "write" access to the student record. This latter method would also alleviate the concern some colleges have with identifying special populations on the students' records. The file could contain space for the student's social security number, types of special needs, and types of support services.

Step 3. A process for centralizing the data on students served should be developed if the special file approach is used. The person(s) responsible for entering the information again could update the file by type of service when the student is served or at a designated period.

Step 4. The determination of what funds were used to serve the student can be accomplished in one of two ways. First, this can be done at the time of services by the service provider or special populations coordinator and can be entered on the student record or special file. A more feasible approach is to let the computer make that determination. A check of the student's PCS and Course records will tell if the student is eligible to be served through Perkins III funds; next, a check of services provided will indicate if the service is eligible for the student's type of special need under Perkins III regulations. If the student meets the eligibility requirements, the program can code the student accordingly. If the student does not meet the eligibility requirements but has been served, the program can code the student as "served through other funds;" if the student has been identified as a special populations student but has not been served, the program can code the record as such; and finally, if the student's social security number does not appear on the special needs file, the program can default to "Not Applicable."

Again, the key to the success of correctly reporting special populations students is cooperation among the various people responsible for identifying and serving students and those maintaining the records. It is strongly recommended that the group be involved in developing the process and one person be responsible for coordination following its implementation.

COUNTY CODES

001	Adams
003	Alexander
005	Bond
007	Boone
009	Brown
011	Bureau
013	Calhoun
015	Carroll
017	Cass
019	Champaign
021	Christian
023	Clark
025	Clay
027	Clinton
029	Coles
031	Cook
033	Crawford
035	Cumberland
037	De Kalb
039	De Witt
041	Douglas
043	Du Page
045	Edgar
047	Edwards
049	Effingham
051	Fayette
053	Ford
055	Franklin
057	Fulton
059	Gallatin
061	Greene
063	Grundy
065	Hamilton
067	Hancock
069	Hardin
071	Henderson
073	Henry
075	Iroquois
077	Jackson
079	Jasper
081	Jefferson
083	Jersey
085	Jo Daviess
087	Johnson
089	Kane
091	Kankakee
093	Kendall
095	Knox
097	Lake
099	La Salle
101	Lawrence
103	Lee
105	Livingston
107	Logan
109	McDonough
111	McHenry
113	McLean
115	Macon
117	Macoupin
119	Madison
121	Marion
123	Marshall
125	Mason
127	Massac
129	Menard
131	Mercer
133	Monroe
135	Montgomery
137	Morgan
139	Moultrie
141	Ogle
143	Peoria
145	Perry
147	Piatt
149	Pike
151	Pope
153	Pulaski
155	Putnam
157	Randolph
159	Richland
161	Rock Island
163	St. Clair
165	Saline
167	Sangamon
169	Schuyler
171	Scott
173	Shelby
175	Stark
177	Stephenson
179	Tazewell
181	Union
183	Vermilion
185	Wabash
187	Warren
189	Washington
191	Wayne
193	White
195	Whiteside
197	Will
199	Williamson
201	Winnebago
203	Woodford
999	Correctional, Out-of-state, or Foreign

STATE CODES

00	Not Reported
01	Alabama
02	Alaska
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	District of Columbia
12	Florida
13	Georgia
15	Hawaii
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
44	Rhode Island
45	South Carolina
46	South Dakota
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming
57	Puerto Rico
99	Foreign

HIGH SCHOOL CODES

City Where High School Is Located	High School Name	High School Code
Abingdon	Abingdon High School	140000
Addison	Addison Trail High School	140003
Addison	Driscoll Catholic High School	140004
Albion	Edwards County High School	140005
Aledo	Aledo High School	140015
Alexis	Alexis High School	140020
Algonquin	Harry D Jacobs High School	140027
Altamont	Altamont High School	140030
Alton	Alton High School	140040
Alton	Marquette Catholic High School	140035
Amboy	Amboy High School	140055
Andalusia	Riverside Christian School	140057
Annawan	Annawan High School	140065
Antioch	Antioch Community High School	140070
Arcola	Arcola Community High School	140075
Argenta	Argenta-oreana High School	140085
Arlington Hgts	Christian Liberty Academy	143572
Arlington Hgts	John Hersey High School	140097
Arlington Hgts	Northwest Suburban Academy	140100
Arlington Hgts	Saint Viator High School	140098
Armstrong	Armstrong Township High School	140105
Arthur	Arthur High School	140110
Arthur	Arthur Mennonite School	140112
Ashland	A-c Central High School	140115
Ashton	Ashton High School	140125
Astoria	Astoria High School	140135
Athens	Athens Community High School	140140
Atwood	Atwood Hammond High School	140155
Auburn	Auburn High School	140160
Augusta	Southeastern High School	140165
Aurora	Apostolic Christian School	140171
Aurora	Aurora Christian Schools	140176
Aurora	Aurora East High School	140170
Aurora	Aurora West High School	140185
Aurora	Indian Trail Christian Academy	140179
Aurora	Marmion Academy	140178
Aurora	Rosary High School	140182
Aurora	Waubonsie Valley High School	140184
Avon	Avon High School	140195
Barry	Barry Community High School	140210
Bartlett	Bartlett High School	140213

City Where High School Is Located	High School Name	High School Code
Batavia	Batavia High School	140212
Beardstown	Beardstown Senior High School	140225
Beecher	Beecher High School	140240
Beecher City	Beecher City High School	140245
Belleville	Althoff Catholic High School	140251
Belleville	Belleville High School East	140252
Belleville	Calvary Baptist Academy	140254
Belleville	Faith Baptist School	140256
Belleville	Governor French Academy	140259
Belvidere	Belvidere High School	140275
Bement	Bement High School	140280
Bensenville	Fenton High School	140290
Berwyn	J S Morton High School West	140303
Bethalto	Civic Memorial High School	140305
Bethany	Bethany High School	140310
Biggsville	Union High School	140315
Bismarck	Bismarck-henning High School	140325
Bloomington	Bloomington High School	140335
Bloomington	Central Catholic High School	140340
Bloomington	Midwest Christian Academy	140343
Blue Island	Pace High School	140352
Blue Island	Thallabaun Academy	140354
Bluffs	Bluffs High School	140360
Bluford	Webber Township High School	140365
Bolingbrook	Bolingbrook High School	140367
Bradford	Bradford High School	140375
Braidwood	Reed-custer High School	140385
Breese	Central Community High School	140190
Breese	Mater Dei High School	140395
Bridgeport	Red Hill High School	140400
Bridgeview	Aqsa High School	140403
Bridgeview	Universal School	140404
Brimfield	Brimfield High School	140410
Broadlands	Heritage High School	142665
Brownstown	Brownstown High School	140425
Brussels	Brussels Community High School	140430
Buckley	Christ Lutheran High School	140436
Buffalo	Tri-City High School	140445
Buffalo Grove	Buffalo Grove High School	140447
Bunker Hill	Bunker Hill High School	140450
Burbank	Queen of Peace High School	143234
Burbank	Reavis High School	143235

City Where High School Is Located	High School Name	High School Code
Burbank	Saint Laurence High School	143237
Burlington	Central High School	140454
Byron	Byron High School	140460
Cahokia	Cahokia High School	141710
Cahokia	First Baptist Academy	140463
Cairo	Cairo High School	140465
Cairo	Camelot School	140467
Camp Point	Camp Point Central High School	140490
Campbell Hill	Trico Senior High School	140485
Canton	Canton High School	140495
Carbondale	Brehm Preparatory School	140506
Carbondale	Carbondale Cmty High School	140510
Carbondale	Trinity High School	140516
Carlinville	Carlinville High School	140520
Carlyle	Carlyle High School	140525
Carmi	Carmi-white County High School	140535
Carol Stream	Glenbard North High School	140534
Carpentersville	Dundee-crown High School	140536
Carrier Mills	Carriers Mills High School	140540
Carrollton	Carrollton High School	140545
Carterville	Carterville High School	140555
Carterville	Victory Christian Academy	140558
Carthage	Carthage High School	140560
Cary	Cary Grove High School	140563
Catlin	Catlin High School	140570
Centralia	Centralia High School	140580
Cerro Gordo	Cerro Gordo High School	140585
Champaign	Centennial High School	140593
Champaign	Champaign Central High School	140595
Champaign	High School Saint Thomas More	140599
Champaign	Judah Christian High School	144179
Charleston	Acts Christian Academy	140608
Charleston	Calvary Christian Academy	140609
Charleston	Charleston High School	140610
Charleston	Coles County Christian School	140607
Charleston	Twin City Christian Academy	140611
Chatham	Glenwood High School	140612
Chenoa	Chenoa High School	140620
Chester	Chester High School	140625
Chicago	Academy Comm & Tech Charter School	140629
Chicago	Academy of Scholastic Achievement	140687
Chicago	Acorn Charter High School	140363

City Where High School Is Located	High School Name	High School Code
Chicago	Amundsen High School	140655
Chicago	Antonia Pantoja High School	141062
Chicago	Apostolic Christian Academy	140663
Chicago	Austin Community Academy H S	140675
Chicago	Bais Yaakov High School	140674
Chicago	Benito Juarez High School	140677
Chicago	Benjamin E Mays Academy	140957
Chicago	Best Practice High School	140651
Chicago	Bogan High School	141387
Chicago	Brisk Academy Yeshivas Brisk	140679
Chicago	Brother Rice High School	140682
Chicago	Calumet Career Prep Academy	140685
Chicago	Carver Area High School	140840
Chicago	Chicago Academy for the Arts	140627
Chicago	Chicago International School	140722
Chicago	Chicago Vocational High School	140735
Chicago	Chicago Waldorf High School	140738
Chicago	Collins High School	140841
Chicago	Community Christian Academy	140754
Chicago	Corliss High School	140763
Chicago	Cosmopolitan Prep School	140758
Chicago	Crane Tech Prep Common School	140760
Chicago	Cristo Rey Jesuit High School	140668
Chicago	Curie Metro High School	141373
Chicago	Day School the	140764
Chicago	Dayspring Christian Academy	140724
Chicago	Du Sable High School	140790
Chicago	Edwin G Foreman High School	140795
Chicago	Englewood Tech Prep Academy	140810
Chicago	Evangelical Christian School	140813
Chicago	Farragut Career Academy	140815
Chicago	Fenger Evening High School	140740
Chicago	Fenger High School	140745
Chicago	First Baptist Academy	140816
Chicago	Flower Vocational High School	140980
Chicago	Francis W Parker School	140830
Chicago	Gage Park High School	140835
Chicago	Genesis School	140686
Chicago	George Washington High School	140842
Chicago	Good Counsel High School	140845
Chicago	Gordon Technical High School	140850
Chicago	Hales Franciscan High School	140755

City Where High School Is Located	High School Name	High School Code
Chicago	Hanna Sacks Girls High School	140881
Chicago	Harlan Community Academy	140898
Chicago	Holy Trinity High School	140875
Chicago	Hubbard High School	140877
Chicago	Hyde Park Career Academy	140880
Chicago	Ida Crown Jewish Academy	140725
Chicago	Illinois Childrens School	140883
Chicago	James H Bowen High School	140890
Chicago	Jesse Spalding High School	141300
Chicago	John F Kennedy High School	140897
Chicago	John Hancock High School	140899
Chicago	Josephinum High School	140910
Chicago	Kelvyn Park High School	140920
Chicago	Kenwood Academy	140917
Chicago	Lake View Academy	140924
Chicago	Lake View High School	140930
Chicago	Lane Technical High School	140640
Chicago	Latin School of Chicago	140935
Chicago	Lawrence Hall School	140937
Chicago	Leo High School	140945
Chicago	Liberty Christian School	140948
Chicago	Lincoln Park High School	141100
Chicago	Lindblom Technical High School	140950
Chicago	Lourdes High School	140970
Chicago	Lubavitch Girls High School	140989
Chicago	Luther High School North	140990
Chicago	Luther High School South	140995
Chicago	Madonna High School	141000
Chicago	Madrasa Tu Nur Islam Academy	140999
Chicago	Manley Career Academy Hs	141014
Chicago	Maranatha Christian Academy	141013
Chicago	Maria High School	141015
Chicago	Marist High School	141017
Chicago	Martin L King High School	140825
Chicago	Morgan Park Academy	141040
Chicago	Morgan Park High School	141035
Chicago	Mother Mcauley High School	141044
Chicago	Mount Carmel High School	141045
Chicago	Nancy B Jefferson Alt School	141018
Chicago	Norwood Park Christian School	141319
Chicago	Notre Dame High School Girls	141065
Chicago	Oakdale Christian Academy	141066

City Where High School Is Located	High School Name	High School Code
Chicago	Orr Community Academy	141092
Chicago	Paul Robeson High School	141070
Chicago	Percy L Julian High School	141073
Chicago	Perspectives Charter School	141022
Chicago	Providence-st Mel High School	141080
Chicago	Resurrection High School	141090
Chicago	Richards Career Academy	141095
Chicago	Roberto Clemente Cmty Academy	141325
Chicago	Roger Sullivan High School	141310
Chicago	Roosevelt High School	141105
Chicago	Saint Barbara High School	141128
Chicago	Saint Benedict High School	141130
Chicago	Saint Gregory High School	141165
Chicago	Saint Patrick High School	141230
Chicago	Saint Rita High School	141255
Chicago	Saint Scholastica Academy	141260
Chicago	Schurz Evening High School	140695
Chicago	Schurz High School	140700
Chicago	Senn High School	141055
Chicago	Shiloh Academy	141285
Chicago	Silohe Christian Academy	141291
Chicago	Simeon Career Academy	141380
Chicago	South Central High School	141294
Chicago	South Shore High School	141295
Chicago	Southside College Prep Academy	141297
Chicago	Steinmetz High School	141305
Chicago	Stephen T Mather High School	141307
Chicago	Telshe High School	141312
Chicago	The Israel Academy	140888
Chicago	Thomas Kelly High School	141315
Chicago	Threshold School	141317
Chicago	Univ Chicago Lab High School	141335
Chicago	Uptown Christian School	141381
Chicago	Urban Youth High School	141337
Chicago	Weber High School	141360
Chicago	Wells Community Academy	141370
Chicago	Wesleyan Missionary Academy	141377
Chicago	West Bridge Academy the	141378
Chicago	West Town Academy	141363
Chicago	Westinghouse Career Academy	140843
Chicago	William H Taft High School	141385
Chicago	William R Harper High School	140855

City Where High School Is Located	High School Name	High School Code
Chicago Heights	Bloom High School	141390
Chicago Heights	Bloom Trail High School	141391
Chicago Heights	Marian Catholic High School	141393
Chillicothe	Calvary Baptist Academy	141394
Chrisman	Chrisman High School	141400
Cicero	J S Morton High School East	141410
Cicero	Mccarrell Christian Academy	141411
Cisne	Cisne High School	141420
Cissna Park	Cissna Park High School	141425
Clay City	Clay City High School	141425
Clifton	Central High School	141425
Clinton	Clinton Community High School	141425
Coal City	Coal City High School	141425
Cobden	Cobden High School	141425
Colchester	Colchester Jr-Sr High School	141425
Colfax	Ridgeview High School	141425
Collinsville	Collinsville Christian Academy	141467
Collinsville	Collinsville High School	141465
Columbia	Columbia High School	141470
Concord	Triopia Jr-Sr High School	140605
Coulterville	Coulterville High School	141490
Country Club Hls	Hillcrest High School	141493
Cowden	Cowden-Herrick High School	141495
Crescent City	Crescent Iroquois High School	141500
Crete	Crete-Monee High School	141505
Crete	Illinois Lutheran High School	141502
Creve Coeur	Christian Life Academy	141506
Crystal Lake	Crystal Lake District 155 Academy	141518
Crystal Lake	Crystal Lake South High School	141517
Crystal Lake	Prairie Ridge High School	141519
Cuba	Cuba High School	141520
Cullom	Tri-point High School	141525
Dakota	Dakota Jr-Sr High School	141535
Dallas City	Dallas City High School	141540
Danville	Danville Christian Academy	141551
Danville	Danville High School	141550
Danville	First Baptist Christian School	141552
Danville	Schlarman High School	141555
Darien	Hinsdale South High School	141428
De Kalb	De Kalb High School	141575
Decatur	Decatur Christian School	141559
Decatur	Douglas Macarthur High School	141562

City Where High School Is Located	High School Name	High School Code
Decatur	Eisenhower High School	141558
Decatur	Griffith Park Academy	141563
Decatur	Saint Teresa High School	141565
Deerfield	Deerfield High School	141570
Deland	Deland-Weldon High School	141580
Delavan	Delavan High School	141585
Depue	Depue Unit School	141590
Des Plaines	Forest Academy	141593
Des Plaines	Maine West High School	141597
Des Plaines	Mec/Nipper High School	141601
Des Plaines	Science & Arts Academy	141602
Des Plaines	Willows Academy	142074
Dieterich	Dieterich Community School	141608
Divernon	Divernon High School	141610
Dixon	Dixon High School	141615
Dixon	Faith Christian School	141614
Dolton	Thornridge High School	141618
Dongola	Dongola High School	141620
Donovan	Donovan High School	141625
Downs	Tri-Valley Jr-Sr High School	141635
Dundee	Summit School	141642
Dunlap	Dunlap Community High School	141645
Dupo	Dupo Senior High School	141650
Duquoin	Christian Fellowship School	141654
Duquoin	Duquoin High School	141655
Durand	Durand High School	141660
Dwight	Dwight Baptist Academy	141663
Dwight	Dwight Township High School	141665
Earlville	Earlville Jr-Sr High School	141670
East Alton	New Testament Christian School	143943
East Dubuque	East Dubuque High School	141680
East Moline	East Moline Christian School	141686
East Moline	Sycamore Christian School	141689
East Moline	United Township High School	141690
East Peoria	Academy at IL Central College	141699
East Peoria	Averyville Baptist School	141698
East St Louis	Alternative High School	141716
Edinburg	Edinburg High School	141730
Effingham	Crossroads Christian Academy	141738
Effingham	Effingham High School	141740
Effingham	Saint Anthony High School	141745
El Paso	El Paso High School	141820

City Where High School Is Located	High School Name	High School Code
Eldorado	Eldorado High School	141755
Elgin	Elgin Academy	141760
Elgin	Elgin High School	141770
Elgin	Fox Valley Lutheran Academy	143799
Elgin	Larkin High School	141772
Elgin	Northwest Baptist Academy	143571
Elgin	Westminster Christian School	141774
Elizabeth	River Ridge High School	141775
Elizabethtown	Hardin County High School	143750
Elk Grove Vlg	Elk Grove High School	141778
Elkville	Elverado High School	141785
Elmhurst	Immaculate Conc High School	141800
Elmhurst	Timothy Christian High School	141415
Elmhurst	York Community High School	141805
Elmwood	Elmwood High School	141810
Elmwood Park	Elmwood Park High School	141815
Erie	Erie High School	141835
Eureka	Eureka High School	141840
Evanston	Evanston Township High School	141860
Evanston	Roycemore School	141850
Fairbury	Prairie Central High School	141870
Fairview Heights	Berean Christian School	141706
Farina	South Central High School	141885
Farmer City	Blue Ridge High School	141890
Farmington	Farmington High School	141900
Findlay	Findlay High School	141905
Fisher	Fisher Jr-Sr High School	141910
Fithian	Oakwood High School	141915
Flanagan	Flanagan High School	141920
Flora	Faith Academy	141924
Flora	Flora High School	141925
Flossmoor	Independence High School	141927
Forreston	Forreston High School	141940
Fox Lake	Grant Community High School	141945
Frankfort	Heritage Christian School	143226
Franklin	Franklin High School	141950
Franklin Grove	Franklin Center High School	141955
Franklin Park	East Leyden High School	141960
Freeburg	Freeburg High School	141965
Freeport	Freeport Christian Academy	141974
Freeport	Freeport Senior High School	141975
Fulton	Fulton High School	141980

City Where High School Is Located	High School Name	High School Code
Fulton	Unity Christian High School	141983
Gages Lake	Cyd Lash Academy	142618
Galatia	Galatia High School	141985
Galena	Galena High School	141990
Galena	Tri-State Christian School	141992
Galesburg	Galesburg High School	142000
Galt	Sterling Christian School	144011
Galva	Galva High School	142005
Gays	Heritage Baptist Academy	142814
Geneseo	J D Darnall Senior High School	142015
Geneva	Geneva Community High School	142020
Genoa	First Christian School	142023
Genoa	Genoa-Kingston High School	142025
Gillespie	Gillespie High School	142045
Gilman	Iroquois West High School	142050
Glasford	Illini Bluffs High School	142065
Glen Carbon	Lahr-Well Academy	141736
Glen Ellyn	Glenbard South High School	142073
Glen Ellyn	Glenbard West High School	142075
Glenview	Glenbrook Evening High School	143214
Glenview	Glenbrook South High School	142078
Glenview	Midwestern Academy	142071
Glenview	Midwestern Academy New Church	142077
Glenwood	Glenwood School for Boys	142080
Golconda	Pope County High School	142090
Granite City	Central Baptist School	142123
Granite City	Colonial Christian Academy	142119
Grant Park	Grant Park High School	142125
Granville	Putnam County High School	142130
Grayville	Grayville High School	142140
Greenfield	Greenfield Comm High School	142145
Gridley	Gridley High School	142165
Griggsville	Griggsville High School	142170
Gurnee	Warren Township High School	142175
Gurnee	Westlake Christian Academy	144321
Hamilton	Hamilton High School	142180
Hampshire	Hampshire High School	142185
Hardin	Calhoun High School	142195
Harrisburg	Harrisburg High School	142200
Harvard	Harvard Community High School	142210
Harvey	Thornton Township High School	142215
Havana	Havana High School	142220

City Where High School Is Located	High School Name	High School Code
Hawthorne Woods	Quentin Road School	143348
Hebron	Alden Hebron High School	142225
Henry	Henry-Senachwine High School	142240
Herrin	Herrin High School	142250
Herrin	Unity Christian School	142249
Herscher	Herscher High School	142255
Heyworth	Heyworth High School	142260
Highland	Highland High School	142265
Highland	Highlander School	142264
Highland Park	Highland Park High School	142275
Highland Park	North Shore Academy	142268
Hillsboro	Hillsboro High School	142280
Hillside	Hillside Academy	142283
Hillside	Proviso West High School	142286
Hinckley	Hinckley-Big Rock High School	142295
Hinsdale	Hinsdale Adventist Academy	142299
Hoffman Estates	Hoffman Estates High School	142301
Hoffman Estates	J B Conant High School	143343
Homewood	Homewood Christian Academy	142306
Hoopeston	Hoopeston Area High School	142310
Hume	Shiloh High School	142318
Huntley	Huntley High School	142320
Hutsonville	Hutsonville High School	142330
Illiopolis	Illiopolis High School	142335
Industry	Industry High School	142340
Jacksonville	Illinois School for the Deaf	142344
Jacksonville	Jacksonville High School	142350
Jacksonville	Routt Catholic High School	142355
Jacksonville	Westfair Christian Academy	142357
Jerseyville	Faith Temple Christian Academy	142359
Jerseyville	Jersey Community High School	142360
Jerseyville	Victory Christian Academy	142364
Johnston City	Johnston City High School	142365
Joliet	Joliet Catholic Academy	142380
Joliet	Joliet Central High School	142385
Joliet	Liberty Valley School	142374
Joliet	Maranatha Christian School	142383
Joliet	Ridgewood Baptist Academy	142378
Joppa	Joppa Community High School	142390
Joy	Westmer Jr-sr High School	142395
Junction	Gallatin County High School	143890
Kankakee	Bishop Mcnamara High School	142415

City Where High School Is Located	High School Name	High School Code
Kankakee	Grace Baptist Academy	142405
Kankakee	Kankakee High School	142418
Kankakee	Kankakee Trinity Academy	142407
Kansas	Kansas High School	142420
Kell	Pace Academy	142435
Kewanee	Kewanee High School	142440
Kewanee	Wethersfield High School	142445
Kinderhook	West Pike High School	142455
Kirkland	Hiawatha High School	142465
Knoxville	Knoxville High School	142475
La Fox	Broadview Academy	142482
La Grange Park	Nazareth Academy	142485
La Harpe	La Harpe High School	142505
La Moille	La Moille Cmty High School	142535
La Salle	La Salle Peru High School	142555
La Salle	La Salle-Peru Christian School	142554
Lagrange Highland	Acacia Academy	142484
Lake Forest	Lake Forest Academy	142525
Lake Forest	Lake Forest High School	142520
Lake Forest	Woodlands Academy Sacred Heart	142510
Lake Villa	Calvary Christian School	142529
Lake Zurich	Lake Zurich Senior High School	142530
Lansing	American School	140650
Lansing	Illiana Christian High School	142545
Lansing	Luther East High School	142546
Lawrenceville	Lawrenceville High School	142560
Le Roy	Le Roy High School	142600
Lebanon	Lebanon High School	142570
Leland	Leland Community High School	142580
Lemont	Emmanuel Christian School	142298
Lemont	Lemont Township High School	142590
Lemont	Mount Assisi Academy	142585
Lena	Lena-Winslow High School	142595
Lexington	Lexington High School	142610
Liberty	Liberty Community High School	142615
Libertyville	Libertyville High School	142620
Lincoln	Lincoln Community High School	142625
Lincoln	New Wine Christian School	142627
Lincoln	Park Meadows Baptist Academy	142626
Lincolnshire	Adlai E Stevenson High School	143550
Lincolnwood	Hamasmid Center High School	140866
Lisle	Benet Academy	142635

City Where High School Is Located	High School Name	High School Code
Lisle	Lisle High School	142628
Litchfield	Litchfield Senior High School	142640
Livingston	Livingston High School	142650
Lockport	Lockport Township High School	142655
Lombard	Glenbard East High School	142662
Lombard	Montini Catholic High School	142663
Louisville	North Clay Comm High School	142675
Lovejoy	Lovejoy High School	142680
Lovington	Lovington High School	142685
Machesney Park	Harlem Senior High School	143705
Macomb	Macomb High School	142705
Macon	Meridian High School	142710
Madison	Madison Senior High School	142715
Mahomet	Mahomet-Seymour High School	142720
Manhattan	Christ's Academy	142733
Manito	Midwest Central High School	142735
Manlius	Bureau Valley High School	142740
Manteno	Manteno Senior High School	142755
Manteno	New Life Baptist Academy	142757
Maple Park	Kaneland High School	142760
Mapleton	Mapleton Christian School	142761
Marengo	Community High School	142765
Marion	Crab Orchard High School	142770
Marion	Marion High School	142775
Marissa	Marissa Jr-Sr High School	142780
Maroa	Maroa-Forsyth High School	142785
Marshall	Marshall Community High School	142795
Martinsville	Martinsville Jr-Sr High School	142800
Mascoutah	Mascoutah High School	142805
Mason City	Illini Central High School	142810
Mattoon	Bethel Christian School	142812
Mattoon	Mattoon Senior High School	142815
Maywood	Proviso East High School	142820
McHenry	Fox Valley Christian School	142829
McHenry	Johnsburg High School	142831
McHenry	McHenry Cmty High School West	142830
McLeansboro	McLeansboro High School	142840
Melrose Park	Walther Lutheran High School	142865
Mendon	Unity High School	142875
Mendota	Mendota Township High School	142880
Metamora	Metamora Township High School	142890
Metropolis	Massac County High School	142900

City Where High School Is Located	High School Name	High School Code
Midlothian	Bremen High School	142912
Milan	Trinity Christian Academy	142914
Milford	Milford Township High School	142915
Milledgeville	Milledgeville High School	142920
Minier	Liberty Baptist Academy	142941
Minonk	Fieldcrest High School	142945
Minooka	Minooka Community High School	142950
Moline	Moline Senior High School	142955
Moline	Temple Christian Academy	142958
Momence	Momence Community High School	142960
Monmouth	Monmouth High School	142970
Monmouth	Warren High School	142972
Monmouth	Yorkwood Jr-Sr High School	142645
Montgomery	South Aurora Christian Academy	140183
Monticello	Monticello High School	142980
Mooseheart	Mooseheart High School	142985
Morris	Morris Community High School	142990
Morrison	Morrison Community High School	143000
Morrisonville	Morrisonville High School	143005
Morton	Morton High School	143010
Mounds	Meridian High School	143030
Mount Vernon	Victory Christian Academy	143083
Moweaqua	Central A & M High School	143091
Mt Carmel	Full Gospel Christian Academy	143041
Mt Carmel	Mount Carmel High School	143040
Mt Carroll	Mount Carroll High School	143045
Mt Olive	Mount Olive High School	143060
Mt Prospect	Prospect High School	143062
Mt Pulaski	Mount Pulaski High School	143065
Mt Sterling	Brown County High School	143070
Mt Vernon	Mount Vernon Christian School	143082
Mt Zion	Mount Zion High School	143085
Mulberry Grove	Mulberry Grove High School	143095
Mundelein	Carmel High School	143096
Mundelein	Fairfield Academy	143099
Mundelein	Mundelein High School	143097
Murphysboro	Murphysboro High School	143100
Naperville	Krejci Academy	143104
Naperville	Naperville Central High School	143105
Naperville	Naperville North High School	143106
Naperville	Neuqua Valley High School	143108
Nauvoo	Nauvoo-Colusa High School	143115

City Where High School Is Located	High School Name	High School Code
Neoga	Neoga High School	143130
Neponset	Neponset High School	143135
New Berlin	New Berlin High School	143155
Newark	Newark High School	143140
Newton	Heritage Christian School	144399
Newton	Newton Community High School	143180
Niantic	Niantic Harristown High School	143185
Niles	Joseph Academy	143187
Niles	Northridge Preparatory School	143061
Niles	Notre Dame High School Boys	141063
Noble	West Richland High School	143190
Nokomis	Nokomis High School	143195
Normal	Calvary Baptist Academy	143197
Normal	Normal Community High School	143200
Normal	University High School	143205
Norridge	Ridgewood High School	141097
North Aurora	Harvest Christian School	140189
Northbrook	Cove School	141844
Northbrook	Glenbrook North High School	143215
Northlake	Parkview Baptist Academy	143219
Northlake	West Leyden High School	143223
Oak Forest	Oak Forest High School	143224
Oak Lawn	Harold L Richards High School	143228
Oak Lawn	Oak Lawn Community High School	143230
Oak Lawn	South Side Baptist School	140474
Oak Park	Cornerstone Academy	140739
Oak Park	Fenwick High School	143240
Oak Park	Our Lady Immaculate Academy	143232
Oakland	Oakland High School	143225
Oblong	Oblong High School	143250
Odin	Odin High School	143265
Ofallon	O'fallon Township High School	143270
Ohio	Ohio Community High School	143280
Okawville	Okawville High School	143285
Olney	East Richland High School	143290
Olney	Olney Christian Academy	143291
Olympia Fields	Rich Central High School	143293
Oneida	ROWVA High School	143305
Orangeville	Orangeville High School	143310
Oregon	Oregon High School	143310
Orion	Orion High School	143310
Orland Park	Carl Sandburg High School	143310

City Where High School Is Located	High School Name	High School Code
Oswego	Oswego Community High School	143310
Ottawa	Marquette High School	143310
Ottawa	Ottawa Township High School	143310
Palatine	Camelot School	143342
Palatine	Palatine High School	143345
Palatine	William Fremd High School	143347
Palestine	Palestine High School	143350
Palmyra	Northwestern High School	143355
Palos Heights	Alan B Shepard High School	143356
Palos Heights	Chicago Christian High School	140720
Palos Hills	Amos Alonzo Stagg High School	143357
Pana	Pana Christian Academy	143359
Pana	Pana High School	143360
Paris	Paris High School	143370
Park Forest	Park Forest Academy	143376
Park Forest	Rich East High School	143375
Patoka	Patoka Community High School	143380
Paw Paw	Paw Paw High School	143390
Pawnee	Pawnee High School	143385
Payson	Seymour High School	143400
Pearl City	Pearl City High School	143405
Pecatonica	Pecatonica High School	143410
Pekin	Faith Baptist Christian School	143413
Pekin	New Hope Christian Academy	143416
Pekin	Pekin Community High School	143415
Peoria	El Vista Baptist Academy	143424
Peoria	Kiefer School	143427
Peoria	Manual High School	143430
Peoria	New Life Christian Academy	143431
Peoria	Peoria Alternative High School	143436
Peoria	Peoria Christian School	143434
Peoria	Peoria High School	143435
Peoria	Peoria Notre Dame High School	143421
Peoria	Richwoods High School	143452
Peoria	Woodruff High School	143450
Peoria	Youth Farm School	143451
Peoria Heights	Peoria Heights High School	143453
Peotone	Peotone High School	143455
Peru	Saint Bede Academy	143465
Petersburg	Porta Jr-Sr High School	143475
Piasa	Southwestern High School	143478
Pittsfield	Pittsfield High School	143490

City Where High School Is Located	High School Name	High School Code
Plainfield	Plainfield High School	143495
Plano	Plano High School	143500
Pleasant Hill	Pleasant Hill High School	143510
Pleasant Plains	Pleasant Plains High School	143515
Polo	Polo Community High School	143530
Pontiac	Pontiac Township High School	143535
Poplar Grove	North Boone High School	143537
Princeton	Princeton Christian Academy	143561
Princeton	Princeton High School	143560
Princeville	Princeville High School	143565
Prophetstown	Prophetstown High School	143570
Prt Byron	Riverdale Senior High School	143540
Quincy	Calvary Baptist Academy	143574
Quincy	Quincy Christian School	143584
Quincy	Quincy Notre Dame High School	143575
Quincy	Quincy Senior High School	143585
Quincy	Tabernacle Christian Academy	143587
Ramsey	Oak Valley Christian Academy	143589
Ramsey	Ramsey High School	143590
Rantoul	Rantoul Township High School	143600
Raymond	Lincolnwood Jr-Sr High School	143605
Red Bud	Red Bud Community High School	143610
Richton Park	Rich South High School	143374
River Forest	Trinity High School	143650
River Grove	Holy Cross High School	143652
Riverton	Riverton Christian Academy	143659
Riverton	Riverton High School	143660
Roanoke	Roanoke-benson High School	143665
Robbins	Aspen High School	143668
Robinson	Robinson High School	143675
Rochelle	Rochelle Township High School	143680
Rochester	Rochester High School	143685
Rock Island	Alleman High School	143720
Rock Island	Rock Island High School	143725
Rockford	Auburn High School	143693
Rockford	Boylan Catholic High School	143697
Rockford	East High School	143700
Rockford	Gifted Academy	143729
Rockford	Guilford High School	143703
Rockford	Keith Country Day School	143706
Rockford	Lutheran High School	143709
Rockford	Mill School	143708

City Where High School Is Located	High School Name	High School Code
Rockford	North Love Christian School	143707
Rockford	Rockford Baptist High School	143711
Rockford	Rockford Christian High School	143724
Rockford	Thomas Jefferson High School	143712
Rockton	Hononegah Comm High School	143735
Rolling Meadows	Rolling Meadows High School	143736
Romeoville	Romeoville High School	142657
Roselle	Lake Park West High School	142852
Roseville	Living Light Christian Academy	143744
Roseville	Roseville High School	143745
Rossville	Rossville-Alvin High School	143755
Round Lake	Round Lake Senior High School	143760
Roxana	Roxana Senior High School	143765
Rushville	Rushville High School	143775
Salem	Salem Community High School	143820
Sandoval	Sandoval Senior High School	143825
Sandwich	Sandwich Cmty High School	143830
Savanna	Savanna Jr-Sr High School	143845
Scales Mound	Scales Mound High School	143855
Schaumburg	Schaumburg Christian School	143856
Schaumburg	Schaumburg High School	143857
Sciota	Northwestern High School	143858
Seneca	Seneca High School	143865
Serena	Serena High School	143870
Sesser	Sesser-Yalier High School	143875
Shabbona	Indian Creek High School	143880
Shelbyville	Shelbyville High School	143900
Sheldon	Sheldon High School	143905
Sherrard	Sherrard High School	143910
Sidell	Jamaica High School	143920
Skokie	Fasman Yeshiva High School	143928
Skokie	Niles North High School	143927
Somonauk	Somonauk Baptist School	143929
Somonauk	Somonauk High School	143930
South Beloit	South Beloit High School	143935
South Holland	Seton Academy	143937
South Holland	Thornwood High School	143939
South Roxana	Bethel Christian Academy	143941
South Roxana	Hope Christian Academy	143942
Sparta	Sparta High School	143945
Spring Valley	Hall High School	143985
Springfield	Calvary Academy	143948

City Where High School Is Located	High School Name	High School Code
Springfield	Grace Baptist Academy	143958
Springfield	Lanphier High School	143960
Springfield	Lutheran High School	143963
Springfield	Springfield Christian Academy	143974
Springfield	Springfield High School	143975
Springfield	Ursuline Academy	143980
St Charles	Saint Charles East High School	143795
St Elmo	Saint Elmo High School	143800
St Joseph	Saint Joseph-ogden High School	143815
Stanford	Olympia High School	142942
Staunton	Staunton Community High School	143995
Steeleville	Steeleville Cmty High School	144000
Sterling	Faith Baptist Christian School	144004
Sterling	Full Gospel Christian School	144003
Sterling	Sterling High School	144010
Stillman Valley	Stillman Valley High School	144020
Stockton	Stockton High School	144030
Stockton	Woodbine Christian School	144031
Streamwood	Streamwood High School	144038
Streator	Streator Township High School	144040
Streator	Woodland High School	144045
Stronghurst	Southern High School	144050
Sullivan	Sullivan High School	144055
Summit	Argo Community High School	140090
Summit	New Hope Baptist Academy	141408
Sycamore	Cornerstone Christian Academy	144061
Sycamore	Sycamore High School	144065
Table Grove	V I T High School	144070
Tamms	Egyptian Community High School	144085
Taylor Ridge	Rockridge High School	144093
Taylorville	Taylorville High School	144095
Teutopolis	Teutopolis High School	144100
Thompsonville	Thompsonville High School	144110
Thomson	Thomson High School	144115
Tinley Park	Tinley Park High School	144118
Tinley Park	Victor J Andrew High School	144117
Toledo	Cumberland High School	144125
Tolono	Unity High School	144130
Toulon	Stark County High School	144145
Tower Hill	Tower Hill High School	144150
Tremont	Tremont High School	144155
Trenton	Wesclin Jr-Sr High School	144160

City Where High School Is Located	High School Name	High School Code
Troy	Triad High School	143810
Tuscola	Tuscola High School	144170
Ullin	Century High School	144175
Urbana	Kingswood School	144183
Urbana	University High School	144180
Urbana	Urbana High School	144185
Valmeyer	Valmeyer High School	144195
Vandalia	New Approach School the	144201
Vandalia	Vandalia Community High School	144200
Varna	Midland High School	144205
Venice	Venice High School	144210
Vienna	Vienna High School	144225
Villa Grove	Villa Grove High School	144230
Villa Park	Islamic Foundation School	144231
Villa Park	Willowbrook High School	144232
Viola	Apostolic Christian Academy	144236
Virden	Virden High School	144240
Virginia	Virginia High School	144245
Waltonville	Waltonville High School	144255
Warren	Warren High School	144265
Warrensburg	Warrensburg-Latham High School	144270
Warrenville	Carmel Montessori Academy	144273
Warsaw	Warsaw High School	144275
Washburn	Lowpoint-Washburn High School	144280
Washington	Washington Cmty High School	144285
Waterloo	Gibault High School	144295
Waterloo	Waterloo High School	144290
Watseka	Watseka Community High School	144305
Wauconda	Wauconda High School	144310
Waukegan	Lake County Baptist School	144514
Waukegan	Waukegan Career Academy	144323
Waukegan	Waukegan High School	144322
Waverly	Waverly High School	144325
Wayne City	Wayne City High School	144330
West Chicago	Community High School 94	144350
West Chicago	Wheaton Academy	144385
West Frankfort	Ezra Christian School	144359
West Frankfort	Frankfort Cmty High School	144360
West Frankfort	Grace Christian School	144361
Westchester	Saint Joseph High School	144348
Westmont	Westmont High School	144363
Westville	Westville High School	144375

City Where High School Is Located	High School Name	High School Code
Wheaton	Wheaton North High School	144386
Wheeling	Wheeling High School	144387
White Hall	North Greene High School	144390
Williamsfield	Williamsfield High School	144395
Williamsville	Williamsville High School	144400
Wilmette	Arlyn Day School	144389
Wilmette	Loyola Academy	144403
Wilmette	Regina Dominican High School	144407
Wilmington	Wilmington High School	144410
Winchester	Winchester Christian School	144414
Winchester	Winchester High School	144415
Windsor	Windsor High School	144420
Winnebago	Winnebago High School	144425
Winnetka	Hadley School for the Blind	144431
Winnetka	New Trier Township High School	144430
Winnetka	North Shore Country Day School	144435
Wolf Lake	Shawnee High School	144450
Wood River	River Bend Christian School	143764
Woodhull	Alwood High School	144455
Woodlawn	Woodlawn Community High School	144460
Woodridge	Woodridge Christian Academy	144462
Woodstock	Northwest Coonen High School	144472
Woodstock	Woodstock High School	144470
Yorkville	Yorkville High School	144505
Zeigler	Zeigler Christian Academy	144508
Zeigler	Zeigler-Royalton High School	144510

Other High School Codes:

Home Schooling	777777
Other Nonpublic In-state High	888888
Unknown or Missing High School	999999
Out-of-state (Provide State Code [xx] as Listed on Page 173 followed by four zeros)	XX0000
Foreign High School	990000

FICE CODES FOR ILLINOIS INSTITUTIONS OF HIGHER EDUCATION

Public Universities

FICE Codes	Institution Name
001694	Chicago State University
001674	Eastern Illinois University
009145	Governors State University
001692	Illinois State University
001737	Northern Illinois University
001693	Northeastern Illinois University
001758	SIU Carbondale
001759	SIU Edwardsville
001776	U of I - Chicago
009333	U of I - Springfield
001775	U of I - Urbana
001780	Western Illinois University

Private Universities/Colleges

FICE Codes	Institution Name
001627	Aero-Space Institute
001628	American Academy of Art
001629	American Conservatory of Music
029394	American Islamic College
001633	Augustana College
001634	Aurora University
001635	Barat College
001639	Blackburn College
001641	Bradley University
001664	College of St. Francis
001665	Columbia College
001666	Concordia College
029037	Daniel Hale Williams University
001670	DeLourdes College
001671	DePaul University
001672	DeVry Institute of Technology - Chicago
022966	DeVry Institute of Technology - Lombard
029289	East-West University
001676	Elmhurst College
001678	Eureka College
001683	George Williams College
001684	Greenville College
029153	Harrington Institute of Interior Design
001685	Hebrew Theological College (Liberal Arts/Gen Teacher Prep)
001767	Illinois Benedictine College
500007	IIT Technical Institute-Schaumberg
005189	IIT Technical Institute-Chicago
001688	Illinois College
001691	Illinois Inst. of Technology
001696	Illinois Wesleyan University
800002	Industrial Engineering College
001700	Judson College
300003	KAES College
001703	Kendall College
001704	Knox College
001706	Lake Forest College
001707	Lewis University
001708	Lincoln Christian College
001710	Loyola University of Chicago
001717	MacMurray College
001718	Mallinckrodt College
001722	McKendree College
008256	Mennonite College of Nursing
004567	Metropolitan Business College
001724	Millikin University
001725	Monmouth College
001680	Montay College
001727	Moody Bible Institute
001731	Mundelein College
001732	National College of Chiropractic
010269	National College Education
029135	Native American Educational Srvcs.
001734	North Central College
001735	North Park Coll. & Theol. Seminary
001739	Northwestern University
001741	Olivet Nazarene College
003970	Parks College of St. Louis Univ.
001744	Principia College
001745	Quincy College
001748	Rockford College
001749	Roosevelt University
001750	Rosary College
001753	School of the Art Institute of Chi
001756	Shimer College
001663	Spertus College of Judaica
001768	St. Xavier College
001771	Trinity Christian College
001772	Trinity College
001774	University of Chicago
001778	VanderCook College of Music (Teacher Prep)
006250	West Suburban College of Nursing
001781	Wheaton College

FICE CODES FOR ILLINOIS INSTITUTIONS OF HIGHER EDUCATION
(Continued)

Public Community Colleges

FICE Codes	Institution Name
001636	Southwestern Illinois College (formerly Belleville Area College)
008318	Black Hawk College
001638	Black Hawk College-Quad Cities
007538	Black Hawk College-East (*historical data*)
001647	City Colleges of Chicago
029050	City-Wide College (*historical data*)
001649	Richard J. Daley College
001654	Kennedy-King College
001652	Harold Washington College (Loop College)
001650	Malcolm X College
009767	Olive-Harvey College
029051	Urban Skills Institute (*historical data*)
001648	Harry S Truman College
001655	Wilbur Wright College
001669	Danville Area Community College
006656	College of DuPage
001675	Elgin Community College
003961	William Rainey Harper College
030838	Heartland Community College
001681	Highland Community College
006753	Illinois Central College
009135	Illinois Eastern Community Colleges
020744	Frontier Community College
009786	Lincoln Trail College
001742	Olney Central College
001779	Wabash Valley College
001705	Illinois Valley Community College
001699	Joliet Junior College
007690	Kankakee Community College
001701	Kaskaskia College
007684	Kishwaukee College
007694	College of Lake County
007644	Lake Land College
010020	Lewis & Clark Community College
007170	Lincoln Land Community College
008076	John A. Logan College
007691	McHenry County College
010062	Metropolitan Community College (formerly State Community College ~ *historical data*)

FICE Codes	Institution Name
007692	Moraine Valley Community College
001728	Morton College
009896	Oakton Community College
007118	Parkland College
001640	Prairie State College
007119	Rend Lake College
010879	Richland Community College
001747	Rock Valley College
007265	Carl Sandburg College
001752	Sauk Valley Community College
007693	Shawnee Community College
001769	South Suburban College of Cook County (Thornton Community College)
001757	Southeastern Illinois College
001643	Spoon River College
001773	Triton College
006931	Waubonsee Community College
012813	John Wood Community College

Private Junior Colleges

FICE Codes	Institution Name
800017	College of Automation
012056	Gem City College
029190	Illinois Technical College
021603	International Academy of Merchandise and Design
001709	Lincoln College
001716	MacCormac College
004568	Midstate College
008880	Morrison Institute of Technology
012584	Ray College of Design
001746	Robert Morris College
008545	Rockford Business College
029344	St. Augustine College
001761	Springfield College in Illinois
500004	Taylor Business Institute
777777	Credit Earned in the Military

DEGREE CODES

01	Associate in Arts (AA) (1.1)
02	Associate in Science (AS) (1.1)
03	Associate in Applied Science (AAS) (1.2)
04	General Associate Degrees (AGS, ALS, AGE) (1.0)
05	Associate in Arts and Science (A&S) (1.1)
09	Other Associate Degrees (1.2)
11	Basic Skills (1.7, 1.8, and 1.9)
18	Vocational Skills (1.6)
19	Not applicable (Courses Enrollee Classification)
20	Occupational Certificate of 30 Semester (or 45 Quarter) Hours or More (1.2)
30	Occupational Certificate of Less Than 30 Semester (or 45 Quarter) Hours (1.2)
40	Certificate in General Studies of 30 Semester (or 45 Quarter) Hours or Less (1.5)
50	Associate in Fine Arts (AFA) (1.1)
51	Associate in Engineering Science (AES) (1.1)

INSTRUCTIONS FOR SUBMISSION OF SQUARE FOOTAGE AND ACREAGE INFORMATION

Information regarding college gross square footage and acreage is due in the ICCB office on August 1. Data should be submitted in machine-readable format for all tables. Please refer to the attached record layout for submission requirements.

Information for all facilities owned and operated by the college should be included in the following tables. Do not include information on leased facilities unless it is for a lease-purchase arrangement (capital lease).

Data should be submitted in machine-readable form for the following tables:

Table C1.0
Table C1.1
Table C1.3

Table C1.0: Existing Square Footage (NASF) of Campus Facilities Completed as of July 1 of the Current Calendar Year:

- Net Assignable Square Footage should be reported according to the classifications provided in the Facilities Inventory Classification Manual (FICM). See Capital Projects Manual, Appendix F.

- Column 1 includes space constructed or purchased with state appropriated funds. It is assumed to be permanent space.

- Columns 2 and 3 include space owned by the college and constructed or purchased with local funds.

- Column 4 is the total of columns 1, 2, and 3.

Table C1.1: Square Footage (NASF) of Facilities Under Construction, Approved, and/or Appropriated as of July 1 of the Current Calendar Year

Net Assignable Square Footage should be reported according to the classifications provided in the Facilities Inventory Classification Manual (FICM).

- Column 1 includes space to be constructed or purchased with state appropriated funds. It is assumed to be permanent space.

- Columns 2 includes space under construction or being purchased with local funds.

- Column 3 is the total of columns 1, 2.

- Column 4 includes space approved by the General Assembly during the most recent session.

Table C1.3: Land and Parking Lot Summary

- Total campus acreage, broken down by usage, should be shown on lines 01-11. Of the total number of acres shown in line 14, the number of acres reimbursed or acquired by the State should be shown on line 15.

- Line 07 should show the total number of parking lot spaces. Lines 07 and 08 are not added into the totals on line 12 and 14.

SQUARE FOOTAGE AND ACREAGE INFORMATION DATA FORMAT

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-3	3	District Number: Three-digit numeric
2	4-5	2	College Number: Two-digit numeric, precede with zero. (01 for all single college districts.) (In multicollege districts, for the district total data use 00. For individual colleges in a multicollege district, use 01, 02, 03, etc.)
3	6-8	3	Table Number: Alpha numeric, do not include decimal For Table C1.0 enter For Table C1.1 enter C11 For Table C1.3 enter C13
4	9-10	2	Line Code Number: Numeric, precede with zero. Enter first two digits of line code number. For line code 290 enter 29, for line code 030 enter 03.
5	11	1	Do Not Use
6	12-23	12	Column #1 Data Twelve-digit numeric fixed length field. 8 whole number - 4 decimal (99999999V9999). Precede with zeroes. Enter numeric data shown in each line of the table.

Examples: To enter 23,587 enter:

12	13	14	15	16	17	18	19	20	21	22	23
0	0	0	2	3	5	8	7	0	0	0	0

To enter 12.75 enter:

12	13	14	15	16	17	18	19	20	21	22	23
0	0	0	0	0	0	1	2	7	5	0	0

To enter a negative number use the overpunch (for LOTUS files submitted on diskette, use the minus sign in the right-most space) in the right-most space (Column #23). For -3,216,958 enter:

12	13	14	15	16	17	18	19	20	21	22	23
0	3	2	1	6	9	5	8	0	0	0	A

SQUARE FOOTAGE AND ACREAGE INFORMATION DATA FORMAT
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
7	24-35	12	Column #2 Data Twelve-digit numeric field. 8 whole number - 4 decimal (99999999V9999). Precede with zeroes. Same instruction as in Item #6.
8	36-47	12	Column #3 Data Twelve-digit numeric fixed length field (99999999V9999). Precede with zeroes. Same instructions as in Item #6.
9	48-59	12	Column #4 Data Twelve-digit numeric fixed length field (99999999V9999). Precede with zeroes. Same instructions as in Item #6.
10	60-80	9	Do Not Use

RAMP EDIT

After the data are received, the ICCB Technology Services and System Finance divisions will work and communicate with the colleges to resolve problems. All corrections will be done in-house or by complete resubmission of the entire file.

UNIT COST EDIT

After the data are received, the ICCB Technology Services and System Finance divisions will work and communicate with the colleges to resolve problems. All corrections will be done in-house or by complete resubmission of the entire file.

UNIT COST STUDY

The major objectives of the Unit Cost Study are:

1. To support resource requests for public community colleges from the various state agencies and the Legislature.
2. To support a rational variable rate allocation of resources based on differing unit costs and state priorities.
3. To aid in program planning, evaluation, and management at the state and local levels.
4. To aid local colleges in budgeting and fiscal management.
5. To provide statewide unit cost data for comparative purposes among similar programs at various institutions.
6. To provide an accountability report to the citizens of each public community college district.

Unit Cost Study data are due on **September 1**.

U1-RECORD

FORMAT FOR DETAILED COURSE ENROLLMENT AND DIRECT COST DATA BY PCS AND CIP

Submit one record for each Department/PCS-CIP code offered.

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Record Type: U1
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	College Number: Two-digit numeric, precede with zero. (01 for all single-college districts)
4	8-12	5	Department Code: (Alpha/Numeric) Each college defines its own departments and identifier codes.
5	13-14	2	PCS Code: For instruction, use the following: 11 - Baccalaureate/Transfer 12 - Occupational 14 - Remedial 16 - Vocational Skills 17 - Adult Basic Education 18 - Adult Secondary Education 19 - English as a Second Language
6	15-20	6	CIP Code: Note that the CIP ranges for a given PCS code are as follows:

PCS	CIP
1.1	01.xxxx-05.xxxx, 09.xxxx, 11.xxxx, 13.xxxx-14.xxxx, 16.xxxx, 19.xxxx, 23.xxx-24.xxxx, 26.xxxx-28.xxxx, 30.xxxx-31.xxxx, 36.0108, 38.xxxx, 40.xxxx, 42.xxxx, 44.xxxx-45.xxxx, 50.xxxx, 51.xxxx, 52.xxxx
1.2	01.xxxx, 03.xxxx, 08.xxxx-10.xxxx, 12.xxxx, 13.1501, 15.xxxx, 20.xxxx, 22.xxxx-27.xxxx, 30.xxxx, 31.xxxx, 38.xxxx, 40.xxxx-52.xxxx

U1-RECORD
(Continued)

PCS	CIP
1.4	32.0103, 32.0104, 32.0108, 32.0113
1.6	01.xxxx, 03.xxxx, 08.xxxx-10.xxxx, 12.xxxx, 15.xxxx, 20.xxxx, 23.xxxx, 25.xxxx, 27.xxxx, 31.xxxx, 40.xxxx, 41.xxxx, 43.xxxx-44.xxxx, 46.xxxx- 52.xxxx
1.7	32.011x, 32.012x
1.8	32.013x
1.9	32.014x, 32.015x, 32.016x, 33.0102

ITEM	COLUMN	FIELD LENGTH	SUBJECT
7	21-27	7	Instructor FTE: (Numeric, one decimal position, precede with zeroes, 999999V9.) Number of full-time equivalent instructors assigned directly to this PCS-CIP code.
8	28-34	7	Student Enrollments: (Numeric, precede with zeroes.) Enter the total number of students enrolled at midterm in the courses comprising the given PCS-CIP code. Should equal enrollments reported on S3 Records. Example: If enrollment = 200 enter 0000200 If enrollment = 5 enter 0000005
9	35-41	7	Course Credit Hours: (Numeric, precede with zeroes.) Enter the total number of course semester credit hours (or equivalent) for all courses and sections within the given PCS-CIP code.
10	42-49	8	Semester Credit Hours: (Numeric, precede with zeroes.) Enter the total number of student semester credit hours (or equivalent) for all courses and sections within the given PCS-CIP code.

U1-RECORD
(Continued)

ITEM	FIELD COLUMN	LENGTH	SUBJECT
11	50-58	9	Direct Salary: (Numeric, precede with zeroes.) Enter dollar amount only (no cents). The direct gross salary dollars and related benefits paid to faculty members for teaching courses and/or laboratory sections, as determined by faculty effort reports, should be assigned to each course on the basis of the percent of course credit hours taught by the faculty member. The amounts should be totaled for each section of each course and entered for the PCS-CIP area code.
12	59-67	9	Direct Departmental Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents). All costs other than direct teaching salaries incurred and related benefits at the departmental or smallest organizational unit level should be reported in this column area.
13	68-76	9	Direct Equipment Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of the full annual cost of equipment for this PCS-CIP instructional area.
14	77-80	4	Do Not Use

U2-RECORD

FORMAT FOR INDIRECT COSTS BY SUB-FUNCTION

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Record Type: U2
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	College Number: Two-digit numeric precede with zero. (01 for all single-college districts)
4	8-9	2	Line Number: Numeric. Every line must have a record submitted, even if all entries are zero. Use the following codes: 11 - Baccalaureate 12 - Occupational 14 - Remedial 16 - Vocational Skills 17 - Adult Basic Education 18 - Adult Secondary Education 19 - English as a Second Language 99 - Totals Lines 11-19 20 - Academic Administration & Planning-General 30 - Organized Research Costs Total 40 - Public Service Costs Total
5	10-16	7	FTE Professional Positions: (Numeric, one decimal position, precede with zeroes, 999999V9.) Enter the number of full-time equivalent personnel assigned directly to the subfunction.
6	17-25	9	Salary Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of salaries and related benefits for professional positions to be applied to the given subfunction.
7	26-34	9	Departmental Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of other costs incurred by this subfunction except for salaries and related benefits and equipment costs. Examples are indirect salaries, clerical salaries, contractual services, supplies, and travel.

U2-RECORD
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
8	35-43	9	Equipment Costs: Enter dollar amount only (no cents) of the full annual cost of equipment purchases for this subfunction.
9	44-80	37	Do Not Use

U3-RECORD

FORMAT FOR OTHER INDIRECT COSTS

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Record Type: U3
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	College Number: Two-digit numeric precede with zero. (01 for all single-college districts)
4	8-9	2	Line Number: Numeric. Every line must have a record submitted, even if all entries are zero. Use the following codes: 01 - Academic Support 02 - Student Services 03 - Operation and Maintenance of Plant 04 - Institutional Support 10 - Total of 01 through 04 20 - Other Local Costs 30 - Other External Costs 40 - Building Depreciation Costs 50 - Building Repairs, Renovation, & Remodeling Costs 60 - Total of 20 through 50
5	10-16	7	Do Not Use
6	17-25	9	Salary Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of salaries and related benefits allocated to the support area.
7	26-34	9	Departmental Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of other costs incurred by the support area except for direct salaries, related benefits, and equipment costs.
8	35-43	9	Equipment Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of the full annual cost of equipment purchases for the support area.
9	44-80	37	Do Not Use

U4-RECORD

FORMAT FOR DISTRICT/COLLEGE TOTALS

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Record Type: U4
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	College Number: Two-digit numeric precede with zero. (01 for all single-college districts)
4	8-12	5	Do Not Use
5	13-14	2	PCS CODE 11 - Baccalaureate 12 - Occupational 14 - Remedial 15 - General Studies 16 - Vocational Skills 17 - Adult Basic 18 - Adult Secondary 19 - English As A Second Language 99 - Total of All PCS
6	15-20	6	Do Not Use
7	21-27	7	Total Instructor FTE: (Numeric, one decimal position, precede with zeroes, 999999V9.) Enter total number of full-time equivalent instructors assigned to the PCS area. Summary of Columns 21-27 on U1-Record.
8	28-34	7	Total Enrollment: (Numeric, precede with zeroes.) Enter the total number of students in the PCS area. Summary of Columns 28-34 on U1-Record.
9	35-41	7	Total Course Credit Hours: (Numeric, precede with zeroes.) Enter the total number of semester credit hours (or equivalent) for the PCS area. Summary of Columns 35-41 on U1-Record.
10	42-49	8	Total Semester Credit Hours: (Numeric, precede with zeroes.) Enter the total number of student semester credit hours (or equivalent) for the PCS area. Summary of Columns 42-49 on U1-Record.

U4-RECORD
(Continued)

ITEM	COLUMN	FIELD LENGTH	SUBJECT
11	50-58	9	Total Direct Faculty Salary Costs: (Numeric, precede with zeroes.) Enter the total direct gross salary and related benefits dollars (no cents) for the PCS area. Summary of Columns 50-58 on U1-Record.
12	59-67	9	Total Direct Departmental Costs: (Numeric, precede with zeroes.) Enter the total departmental costs for the PCS area. Summary of Columns 59-67 on U1-Record.
13	68-76	9	Total Direct Equipment Costs: (Numeric, precede with zeroes.) Enter the total equipment costs for the PCS area. Summary of Columns 68-76 on U1-Record.
14	77-80	4	Do Not Use

U5-RECORD

FORMAT FOR UNASSIGNED DIRECT COST DATA

ITEM	COLUMN	FIELD LENGTH	SUBJECT
1	1-2	2	Record Type: U5
2	3-5	3	District Number: Three-digit numeric
3	6-7	2	College Number: (See explanation on U1 Record Format)
4	8-12	5	Department Code: (See explanation on U1-Record Format.) Make sure that department code matches exactly the code used on U1-Record. Grand total line of all U5-Records carries the department code of TOTAL.
5	13-21	9	Direct Departmental Costs: (Numeric, precede with zeroes.) All costs incurred at the department or smallest organizational unit level should be reported in this column area. Enter dollar amount only (no cents).
6	22-30	9	Direct Equipment Costs: (Numeric, precede with zeroes.) Enter dollar amount only (no cents) of the full annual cost of equipment for this PCS-CIP instructional area.
7	31-80	50	Do Not Use

UNIFORM FINANCIAL REPORTING SYSTEM

The reporting structure presented in the *Uniform Financial Reporting Manual* provides a basis for rapid identification and summarization of financial data. The 13-digit reporting structure identifies financial data elements by fund, program, subprogram, type, object, subobject and detailed subobject level. These classifications will facilitate standardized reporting among all community college districts. Colleges shall use this reporting structure in submitting financial data.

The following chart summarizes the codification system:

Code	Classification
XX-0000-00000-00	Fund
00-XX00-00000-00	Program
00-00XX-00000-00	Subprogram
00-0000-X0000-00	Type
00-0000-0XX00-00	Object
00-0000-000XX-00	Subobject
00-0000-00000-XX	Detailed Subobject

FUND CODES AND DESCRIPTIONS

01-0000-00000-00 EDUCATION FUND

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative and professional salaries; supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the college.

02-0000-00000-00 OPERATIONS AND MAINTENANCE FUND

The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures; rental of buildings and property for community college purposes; payment of all premiums for insurance upon buildings and building fixtures; salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service and custodial supplies and equipment; and the cost of professional surveys of the condition of college buildings.

Additionally, for community college districts in cities having a population of at least 500,000, this fund is used to account for the construction, acquisition, repair and improvement of community college buildings; procurement of community college lands, furniture, fuel, libraries and apparatus; building and architectural supplies; and the purchase, maintenance, repair and replacement of fixtures generally used in community college buildings, including but not limited to heating and ventilating systems; mechanical equipment; seats and desks; blackboards; window shades and curtains; gymnasium, recreation, auditorium and lunchroom equipment; and all expenses incidental to each of these purposes.

03-0000-00000-00 OPERATIONS AND MAINTENANCE FUND (RESTRICTED)

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition.

04-0000-00000-00 BOND AND INTEREST FUND

The Bond and Interest Fund is used to account for payment of principal, interest and related charges on any outstanding bonds.

05-0000-00000-00 AUXILIARY ENTERPRISES FUND

The Auxiliary Enterprises Fund is used to account for college services where a fee is charged and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, student stores and intercollegiate athletics.

Only monies over which the institution has complete control should be included in this fund. Subsidies for auxiliary services by the Education Fund should be shown as transfers to the appropriate account.

06-0000-00000-00 RESTRICTED PURPOSES FUND

The Restricted Purposes Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. For example, ICCB grants such as the advanced technology equipment grant, special populations grant, workforce preparation grant, retirees health insurance grant and special initiative grants would be included. Student financial aid grants also would be included in this fund.

07-0000-00000-00 WORKING CASH FUND

This fund is used to account for the proceeds of working cash bonds.

08-0000-00000-00 GENERAL FIXED ASSETS ACCOUNT GROUP

This group of accounts is to be used to record the value of plant assets.

09-0000-00000-00 GENERAL LONG-TERM DEBT ACCOUNT GROUP

This group of accounts is used to record long-term liabilities.

10-0000-00000-00 TRUST AND AGENCY FUND

The Trust and Agency Fund, established by Section 3-27c of the Public Community College Act, is used to receive and hold funds when the college serves as a custodian or fiscal agent for another body. The college has an agency rather than a beneficial interest in these monies. Each agency's monies should be accounted for by a complete group of self-balancing accounts or subfund within this fund. College club monies, for example, should be accounted for in this fund. The Trust and Agency Fund has no revenues, expenditures, or fund balances.

11-0000-00000-00 AUDIT FUND

This fund is used to record the audit tax levy. Monies in this fund are used only for the payment of auditing expenses.

12-0000-00000-00 LIABILITY, PROTECTION, AND SETTLEMENT FUND

This fund is established pursuant to 745 ILCS 10/9-107 and 40 ILCS 5/21-110.1 of the Illinois Compiled Statutes. The tort liability, Medicare insurance, FICA tax levies should be recorded in this fund. The monies in this fund, including interest earned on the assets of this fund, should be used only for the purposes authorized under 745 ILCS 10/9-107, for example, the payment of tort liability, unemployment, or worker's compensation insurance or claims, or 40 ILCS 5/21-110.1, e.g., the cost of participation in the federal Medicare/Social Security programs. Revenue and expenditures for each type of insurance coverage should be accounted for separately using a complete set of self-balancing accounts within the Liability, Protection, and Settlement Fund.

13-0000-00000-00 BUILDING BOND PROCEEDS FUND

Proceeds from construction bonds may be recorded in this fund. Expenditures from this fund are governed by the district's building bond indenture(s). Proceeds from construction bonds may be recorded in the Operations and Maintenance Fund (Restricted).

14-0000-00000-00 PUBLIC BUILDING COMMISSION RENTAL FUND

The Public Building Commission Rental Fund is authorized by the Public Building Commission Act for districts utilizing public building commission financing. Monies in this fund should be used to pay any obligations incurred under a lease(s) with a public building commission.

15-0000-00000-00 PUBLIC BUILDING COMMISSION OPERATIONS AND MAINTENANCE FUND

The Public Building Commission Operations and Maintenance Fund is authorized by the Public Building Commission Act for districts utilizing Public Building Commission financing. This fund should be used to record the cost of maintaining and operating the property of a public building commission, as specified in agreements with the public building commission.

UNIFORM FINANCIAL REPORTING SYSTEM (UFRS)

RECORD LAYOUT

Following is the required format for all financial data submitted for the uniform financial reporting system.

COLUMN	FIELD LENGTH	SUBJECT
1-2	2	Record Type: UF
3-5	3	District Number: Three-digit numeric
6-7	2	College Number: Two-digit numeric, precede with zero (01 for all single college districts)
8-9	2	Fund: Two-digit numeric, precede with zero (01-15 are valid codes) 01 - Education Fund 02 - Operations and Maintenance Fund 03 - Operations and Maintenance Fund (Restricted) 04 - Bond and Interest Fund 05 - Auxiliary Enterprises Fund 06 - Restricted Purposes Fund 07 - Working Cash Fund 08 - General Fixed Assets Account Group 09 - General Long-Term Debt Account Group 10 - Trust and Agency Fund 11 - Audit Fund 12 - Liability, Protection, and Settlement Fund 13 - Building Bond Proceeds Fund 14 - Public Building Commission Rental Fund 15 - Public Building Commission Operations and Maintenance Fund
10-11	2	Program: Two-digit numeric Valid only for reporting amounts related to Type 5 below. If Type 1, 2, 3, 4, 6, 7 zero fill. See pages 9-13 of the *Uniform Financial Reporting Manual* (UFRM) for valid two-digit program codes.
12-13	2	Subprogram: Two-digit numeric Valid only for reporting amounts related to Type 5 below. If Type 1, 2, 3, 4, 6, 7 zero fill. See pages 9-13 of the UFRM for valid two-digit subprogram codes.

UNIFORM FINANCIAL REPORTING SYSTEM (UFRS)

(Continued)

COLUMN	FIELD LENGTH	SUBJECT
14	1	Type: One-digit numeric (1-7 are valid codes) 1 - Assets 2 - Liabilities 3 - Fund Balance 4 - Revenues 5 - Expenditures 6 - Provision for Contingency 7 - Interfund Transfers
15-16	2	Object: Two-digit numeric See pages 15-32 of the UFRM for valid two-digit object codes.
17-18	2	Subobject: Two-digit numeric See pages 15-32 of the UFRM for valid two-digit subobject codes.
19-20	2	Detailed Subobject: Two-digit numeric See pages 15-32 of the UFRM for valid two-digit detailed subobject codes.
21-31	11	Do Not Use
32-33	2	Term: Two-position alpha/numeric 03 - Fall 06 - Spring au - audited
34-35	2	Fiscal Year: Two-digit numeric Relates to fiscal year of reporting period
36-45	10	Transaction Amount: Nine-digit numeric, right justified, no decimals, round to nearest dollar. Submit all transaction amounts as positive unless the current balance is opposite of what the account normally carries, then use a leading minus sign. For Types 1, 2, and 3, enter the balance in each account at the end of the reporting period. For Types 4, 5, 6, and 7, enter the year-to-date total in each account at the end of the reporting period.

UNIFORM FINANCIAL REPORTING SYSTEM (UFRS)
(Continued)

COLUMN	FIELD LENGTH	SUBJECT
46-54	9	FY Budget Amount: Nine-digit numeric, no decimals, round to nearest dollar. For Types 4, 6, and 7, enter the annual budget amount at the Object level and Type 5 at the Program and Object levels and submit with each data submission. Any revised budget amounts will be reported in the final audited submission. There should be no negative budget amounts.
55-63	9	Encumbrance Amount: Nine-digit numeric, right justified, no decimals, round to nearest dollar. For Type 5 only, enter outstanding balance of encumbrances at the end of each reporting period. Encumbrances will be reported at the level available in each college's accounting system (program/subprogram/ object/subobject/detail subobject).
64	1	DO NOT USE

NOTE: The combination of fields submitted in columns 8-20 must exist on the UFRS master table or the record will not be added to the UFRS database.

ALPHABETICAL LISTING OF ILLINOIS PUBLIC COMMUNITY COLLEGES WITH THE ICCB DISTRICT/COLLEGE NUMBER

52201	Belleville Area College
50301	Black Hawk College
50800	City Colleges of Chicago
50801	Kennedy-King College
50802	Harold Washington College
50803	Malcolm X College
50804	Harry S Truman College
50805	Olive-Harvey College
50806	Richard J. Daley College
50807	Wilbur Wright College
50701	Danville Area Community College
50201	College of DuPage
50901	Elgin Community College
51201	William Rainey Harper College
54001	Heartland Community College
51901	Highland Community College
51401	Illinois Central College
52900	Illinois Eastern Community Colleges
52901	Lincoln Trail College
52902	Olney Central College
52903	Wabash Valley College
52904	Frontier Community College
51301	Illinois Valley Community College
52501	Joliet Junior College
52001	Kankakee Community College
50101	Kaskaskia College
52301	Kishwaukee College
53201	College of Lake County
51701	Lake Land College
53601	Lewis & Clark Community College
52601	Lincoln Land Community College
53001	John A. Logan College
52801	McHenry County College
52401	Moraine Valley Community College
52701	Morton College
53501	Oakton Community College
50501	Parkland College
51501	Prairie State College
52101	Rend Lake College
53701	Richland Community College
51101	Rock Valley College
51801	Carl Sandburg College
50601	Sauk Valley Community College
53101	Shawnee Community College
51001	South Suburban College
53301	Southeastern Illinois College
53401	Spoon River College
50401	Triton College
51601	Waubonsee Community College
53901	John Wood Community College

PEER INSTITUTION GROUPS

Group I: Enrollment less than 3000 headcount - Downstate - Located in or near communities of less than 50,000 population

Carl Sandburg College
Shawnee Community College
Southeastern Illinois College
Spoon River College
John Wood Community College

Group II: Enrollment approximately 3,000 to 4,000 headcount - Downstate - Located in or near communities of less than 50,000 population

Danville Area Community College
Highland Community College
Kaskaskia College
Kishwaukee College
Rend Lake College
Sauk Valley Community College

Group III: Enrollment greater than 4,000 headcount - Downstate - Located in or near communities of less than 50,000 population

Illinois Eastern Community Colleges
Illinois Valley Community College
Kankakee Community College
Lake Land College
Lewis & Clark Community College
John A. Logan College
McHenry County College

Group IV: Located downstate and in urbanized areas

Black Hawk College
Heartland Community College
Illinois Central College
Lincoln Land Community College
Parkland College
Richland Community College
Rock Valley College
Southwestern Illinois College (*formerly Belleville Area College*)

Group V: Enrollment less than 10,000 headcount - Located in Chicago metropolitan area

Elgin Community College
Morton College
Prairie State College
South Suburban College
Waubonsee Community College

Group VI: City Colleges of Chicago

Richard J. Daley College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Harry S Truman College
Harold Washington College
Wilbur Wright College
City-Wide College - historical data only

Group VII: Enrollment greater than 10,000 headcount - Located in Chicago metropolitan area

College of DuPage
William Rainey Harper College
Joliet Junior College
College of Lake County
Moraine Valley Community College
Oakton Community College
Triton College

APPENDIX A

ICCB-Modified Classification of Instructional Programs (CIP)

CIP CODING PROGRAM CATEGORY DIMENSION

AGRICULTURE
- 01. Agricultural Business and Production
- 02. Agricultural Sciences
- 03. Conservation and Renewable Natural Resources

ARCHITECTURE AND ENVIRONMENTAL DESIGN
- 04. Architecture and Environmental Design

AREA AND ETHNIC STUDIES
- 05. Area, Ethnic and Cultural Studies

MARKETING OPERATIONS
- 08. Marketing Operations/Marketing and Distribution

COMMUNICATIONS
- 09. Communications
- 10. Communications Technologies

COMPUTER AND INFORMATION SCIENCES
- 11. Computer and Information Sciences

PERSONAL AND MISCELLANEOUS SERVICES
- 12. Personal and Miscellaneous Services

EDUCATION
- 13. Education

ENGINEERING
- 14. Engineering
- 15. Engineering-Related Technologies

FOREIGN LANGUAGES AND LITERATURES
- 16. Foreign Languages and Literatures

HOME ECONOMICS
- 19. Home Economics
- 20. Vocational Home Economics

TECHNOLOGY EDUCATION/INDUSTRIAL ARTS
- 21. Technology Education/Industrial Arts

LAW
- 22. Law and Legal Studies

ENGLISH LANGUAGE AND LITERATURE/LETTERS
- 23. English Language and Literature/Letters

LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES
- 24. Liberal Arts and Sciences, General Studies and Humanities

LIBRARY SCIENCE
25. Library Science

BIOLOGICAL SCIENCES/LIFE SCIENCES
26. Biological Sciences/Life Sciences

MATHEMATICS
27. Mathematics

MILITARY
28. Reserve Officers' Training Corps (ROTC)
29. Military Technologies

MULTI/INTERDISCIPLINARY STUDIES
30. Multi/Interdisciplinary Studies

PARKS AND RECREATION
31. Parks, Recreation, Leisure and Fitness Studies

PERSONAL AND SOCIAL DEVELOPMENT
32. Basic Skills
33. Citizenship Activities
34. Health-Related Knowledge and Skills
35. Interpersonal and Social Skills
36. Leisure and Recreational Activities
37. Personal Awareness and Self Improvement

PHILOSOPHY, RELIGION, AND THEOLOGY
38. Philosophy and Religion
39. Theological Studies and Religious Vocations

PHYSICAL SCIENCES
40. Physical Sciences
41. Science Technologies

PSYCHOLOGY
42. Psychology

PUBLIC AND PROTECTIVE SERVICE
43. Protective Services
44. Public Administration and Services

SOCIAL SCIENCES
45. Social Sciences and History

TRADE AND INDUSTRIAL
46. Construction Trades
47. Mechanics and Repairers
48. Precision Production Trades
49. Transportation and Materials Moving Workers

VISUAL AND PERFORMING ARTS
- 50. Visual and Performing Arts

HEALTH
- 51. Health Professions and Related Sciences

BUSINESS
- 52. Business Management and Administrative Services

INDIVIDUAL CIP CODES

01. AGRICULTURAL BUSINESS AND PRODUCTION

01.01 Agricultural Business and Management
01.0101 Agricultural Business and Management, General
01.0102 Agricultural Business/Agribusiness Operations
01.0103 Agricultural Economics
01.0104 Farm and Ranch Management
01.0199 Agricultural Business and Management, Other

01.02 Agricultural Mechanization
01.0201 Agricultural Mechanization, General
01.0204 Agricultural Power Machinery Operator
01.0299 Agricultural Mechanization, Other

01.03 Agricultural Production Workers and Managers
01.0301 Agricultural Production Workers and Managers, General
01.0302 Agricultural Animal Husbandry and Production Management
01.0303 Aquaculture Operations and Production Management
01.0304 Crop Production Operations and Management
01.0399 Agricultural Production Workers and Managers, Other

01.04 Agricultural and Food Products Processing
01.0401 Agricultural and Food Products Processing Operations/Management

01.05 Agricultural Supplies and Related Services
01.0501 Agricultural Supplies, Retailing and Wholesaling
01.0503 Agricultural Supplies Marketing (To 01.0501)
01.0505 Animal Trainer
01.0507 Equestrian/Equine Studies, Horse Management and Training (Cross to 01.0505 for IPEDS)
01.0599 Agricultural Supplies and Related Services, Other

01.06 Horticulture Services Operations and Management
01.0601 Horticulture Services Operations and Management, General
*01.0602 Arboriculture (Cross to 01.0699 for IPEDS)
01.0603 Ornamental Horticulture Operations and Management
01.0604 Greenhouse Operations and Management
01.0605 Landscaping Operations and Management
01.0606 Nursery Operation and Management
01.0607 Turf Management
*01.0610 Park and Grounds Management (Cross to 01.0699 for IPEDS)
01.0699 Horticulture Services Operations and Management, Other

01.07 International Agriculture
01.0701 International Agriculture

*Illinois CIP

01.99 Agricultural Business and Production, Other
* 01.9999 Designation for vocational agriculture course enrollees - 1.2 and vocational skills in agriculture - 1.6

02. AGRICULTURAL SCIENCES (Transfer courses)

02.01 Agriculture/Agricultural Sciences
02.0101 Agricultural Sciences, General
02.0102 Agricultural Extension

02.02 Animal Sciences
02.0201 Animal Science, General
02.0202 Agricultural Animal Breeding and Genetics
02.0203 Agricultural Animal Health
02.0204 Agricultural Animal Nutrition
02.0205 Agricultural Animal Physiology
02.0206 Dairy Science
02.0209 Poultry Science
02.0299 Animal Sciences, Other

02.03 Food Sciences and Technology
02.0301 Food Sciences and Technology

02.04 Plant Sciences
02.0401 Plant Sciences, General
02.0402 Agronomy and Crop Science
02.0403 Horticulture Science
02.0405 Plant Breeding and Genetics
02.0406 Agriculture Plant Pathology
02.0407 Agricultural Plant Physiology
02.0408 Plant Protection (Pest Management)
02.0409 Range Science and Management
02.0499 Plant Sciences, Other

02.05 Soil Sciences
02.0501 Soil Sciences

02.99 Agriculture/Agricultural Sciences, Other
02.9999 Agriculture/Agricultural Sciences, Other

03. CONSERVATION AND RENEWABLE NATURAL RESOURCES

03.01 Natural Resources Conservation
03.0101 Natural Resources Conservation, General
03.0102 Environmental Science/Studies

03.02 Natural Resources Management and Protective Services
03.0201 Natural Resources Management and Policy
03.0203 Natural Resources Law Enforcement and Protective Services
03.0299 Natural Resources Management and Protective Services, Other

03.03 Fishing and Fisheries Management
03.0301 Fishing and Fisheries Sciences and Management
---------- Commercial Fishing Operations (See 49.0303)

03.04 Forestry Production and Processing
03.0401 Forest Harvesting and Production Technology/Technician
03.0404 Forest Products Technology/Technician
03.0405 Logging/Timber Harvesting
03.0499 Forest Production and Processing, Other

03.05 Forestry and Related Sciences
03.0501 Forestry, General
03.0502 Forestry Sciences
03.0506 Forest Management
03.0509 Wood Science and Pulp/Paper Technology
03.0599 Forestry and Related Sciences, Other

03.06 Wildlife and Wildlands Management
03.0601 Wildlife and Wildlands Management

03.99 Conservation and Renewable Natural Resources, Other
* 03.9999 Designation for Conservation and Renewable Natural Resources Course Enrollees

04 ARCHITECTURE AND ENVIRONMENTAL DESIGN (For Transfer courses only)

04.02 Architecture
04.0201 Architecture

04.03 City/Urban, Community, and Regional Planning
04.0301 City/Urban and Regional Planning

04.04 Architectural Environmental Design
04.0401 Architectural Environmental Design

04.05 Interior Architectural (See 20.0508 Interior Decorator)
04.0501 Interior Architecture

04.06 Landscape Architecture
04.0601 Landscape Architecture

04.07 Architectural Urban Design and Planning (See also 45.12 Urban Studies)
04.0701 Architectural Urban Design and Planning

04.99 Architecture and Related Programs, Other
04.9999 Architecture and Related Programs, Other

05. AREA, ETHNIC AND CULTURAL STUDIES (Transfer courses)

05.01 Area Studies
- 05.0101 African Studies
- 05.0102 American Studies/Civilization
- 05.0103 Asian Studies
- 05.0104 East Asian Studies
- 05.0105 Eastern European Area Studies
- 05.0106 European Studies
- 05.0107 Latin American Studies
- 05.0108 Middle Eastern Studies
- 05.0109 Pacific Area Studies
- 05.0110 Russian and Slavic Area Studies
- 05.0111 Scandinavian Area Studies
- 05.0112 South Asian Studies
- 05.0113 Southeast Asian Studies
- 05.0114 Western European Studies
- 05.0115 Canadian Studies
- 05.0199 Area Studies, Other

05.02 Ethnic Studies
- 05.0201 Afro-American (Black) Studies
- 05.0202 American Indian/Native American Studies
- 05.0203 Hispanic American Studies
- 05.0204 Islamic Studies
- 05.0205 Jewish/Judaic Studies
- 05.0206 Asian-American Studies
- 05.0207 Women's Studies
- 05.0299 Ethnic and Cultural Studies, Other

05.99 Area, Ethnic and Cultural Studies, Other
- 05.9999 Area, Ethnic, and Cultural Studies, Other

06 MANAGEMENT (To 52.0000)
- *06.0101 Business and Management, General (To 52.0101)*
- *06.0401 Business Administration and Management, General (To 52.0201)*
- *06.0403 Production Management (To 52.0205)*
- *06.0701 Hotel/Motel Management (52.0902)*
- *06.0901 International Business Management (To 52.1101)*
- *06.1101 Labor/Industrial Relations (To 52.1002)*
- *06.1601 Personnel Management (To 52.1001)*
- *06.1701 Real Estate (To 52.1501)*
- *06.1704 Appraisal Certificate (To 52.1501)*
- *06.1801 Small Business Management and Ownership (To 52.0701)*
- *06.2001 Trade and Industrial Supervision (To 52.0205)*
- *06.9999 Designation for vocational business course enrollees - 1.2 (To 52.9999)*

07. OFFICE OCCUPATIONS AND SYSTEMS (To 52.0000)
07.0101 Accounting and Bookkeeping, General (52.0302)
07.0103 Bookkeeping (To 52.0302)
07.0201 Banking and Finance (Operations) (To 52.0803)
07.0302 Business Computer and Console Operation/Mainframe (To 52.1205)
07.0303 Business Data Entry Equipment Operation (To 52.0407)
07.0305 Business Data Programming (To 52.1202)
07.0308 Microcomputer Applications (To 48.0212, 52.0407 and 52.1202)
07.0401 Office Supervision and Management (To 52.0204)
07.0602 Court Reporting (To 52.0405)
07.0603 Executive Secretarial/Administrative Assisting (To 52.0402)
07.0604 Legal Secretarial (To 52.0403)
07.0605 Medical Secretarial (To 52.0404 and 51.0708-Medical Transcript)
07.0606 Secretarial (To 52.0401)
07.0607 Stenographic (To 52.0401)
07.0608 Word Processing (To 52.0401)
07.0702 Clerk-Typist (To 52.0408)
07.0705 General Office Clerk/Information Specialist (To 52.0408)
07.0707 Receptionist and Communication Systems Operation (To 52.0406)
07.0710 Typing/Keyboarding (To 52.0408)
07.0901 Information Processing (To 52.0407)
07.0903 Information Processing Management (To 52.0402)
07.9999 Designation for vocational office course enrollees - 1.2 and vocational skills in business occupations - 1.6 (To 52.9999)

08. MARKETING OPERATIONS/MARKETING AND DISTRIBUTION

08.01 Apparel and Accessories Marketing Operations
08.0101 Apparel and Accessories Marketing Operations, General
08.0102 Fashion Merchandising
08.0103 Fashion Modeling
08.0199 Apparel and Accessories Marketing Operations, Other

08.02 Business and Personal Services Marketing Operations
08.0204 Business Service Marketing Operations
08.0205 Personal Services Marketing Operations
08.0299 Business and Personal Services Marketing Operations, Other

08.03 Entrepreneurship
08.0301 Entrepreneurship

08.04 Financial Services Marketing Operations
08.0401 Financial Services Marketing Operations
08.0406 Securities and Commodities Marketing (To 08.0401)

08.05 Floristry Marketing Operations
08.0503 Floristry Marketing Operations

08.06 Food Products Retailing and Wholesaling Operations
08.0601 Food Products Retailing and Wholesaling Operations
08.0604 Supermarket Marketing (To 08.0601)
08.0605 Wholesale Food Marketing (To 08.0601)

08.07 General Retailing and Wholesaling Operations and Skills
08.0701 Auctioneering
* 08.0702 Industrial Marketing (Cross to 08.0799 for IPEDS)
08.0704 General Buying Operations (*Existing Curr. To 52.0203*)
08.0705 General Retailing Operations
08.0706 General Selling Skills and Sales Operations
08.0708 General Marketing Operations
08.0709 General Distribution Operations
08.0710 Direct Marketing (To 08.0706)
08.0799 Gen. Retailing and Wholesaling Oper. and Skills, Other

08.08 Home and Office Products Marketing Operations
08.0809 Home Products Marketing Operations
08.0810 Office Products Marketing Operations
08.0899 Home and Office Products Marketing Operations, Other

08.09 Hospitality and Recreation Marketing Operations
08.0901 Hospitality and Recreation Marketing Operations, General
08.0902 Hotel/Motel Services Marketing Operations
---------- Hotel/Motel Management (See 52.0902)
08.0903 Recreation Products/Services Marketing Operations
---------- Recreational Enterprises Management (See 52.0903)
---------- Resort Management (See 52.0904)
08.0906 Food Sales Operations
---------- Restaurant Management (See 52.0905)
08.0999 Hospitality and Recreation Marketing Operations, Other

08.10 Insurance Marketing Operations
08.1001 Insurance Marketing Operations

08.11 Tourism and Travel Services Marketing Operations
08.1102 Freight Transportation Marketing (To 08.0709)
08.1104 Tourism Promotion Operations
08.1105 Travel Services Marketing Operations (Includes Travel Agent)
08.1199 Tourism and Travel Services Marketing Operations, Other

08.12 Vehicle and Petroleum Products Marketing Operations
08.1203 Vehicle Parts and Accessories Marketing Operations
08.1208 Vehicle Marketing Operations
08.1209 Petroleum Products Retailing Operations
08.1299 Vehicle and Petroleum Products Marketing Operations, Other

08.13 Health Products and Services Marketing Operations
08.1301 Health Products and Services Marketing Operations

08.99 Marketing Operations/Marketing and Distribution, Other
* 08.9999 Designation for vocational marketing course enrollees - 1.2 - and vocational skills in marketing/distributive occupations - 1.6

09. COMMUNICATIONS

09.01 Communications, General
09.0101 Communications, General

09.02 Advertising
09.0201 Advertising

09.04 Journalism and Mass Communications
09.0401 Journalism
09.0402 Broadcast Journalism
09.0403 Mass Communications
09.0499 Journalism and Mass Communication, Other

09.05 Public Relations and Organizational Communications
09.0501 Public Relations and Organizational Communications (Cross to 09.0401 for IPEDS)

09.07 Radio and Television Broadcasting (See also 10.0104)
09.0701 Radio and Television Broadcasting (Broadcast Journalism)

09.99 Communications, Other
09.9999 Communications, Other

10. COMMUNICATIONS TECHNOLOGIES

10.01 Communications Technologies
10.0101 Educational/Instructional Media Technology/Technician (See also 13.05)
10.0103 Photographic Technology/Technician
10.0104 Radio and Television Broadcasting Technology/Technician
10.0110 Emergency Communication Systems Technology (To 15.0310)
10.0199 Communications Technologies/Technicians, Other
* 10.9999 Designation for vocational communication course enrollees - 1.2 (Cross to 10.0101 for IPEDS)

11. COMPUTER AND INFORMATION SCIENCES (Transfer courses)

11.01 Computer and Information Sciences, General
11.0101 Computer and Information Sciences, General

11.02 Computer Programming (See also 52.12 for occupational)
11.0201 Computer Programming

11.03 Data Processing Technology (See 52.12 for occupational)
11.0301 Data Processing Technology/Technician

11.04 Information Sciences and Systems
11.0401 Information Sciences and Systems

11.05 Computer Systems Analysis
11.0501 Computer Systems Analysis

- 11.99 Computer and Information Sciences, Other
  - 11.9999 Computer and Information Sciences, Other

- 12\. PERSONAL AND MISCELLANEOUS SERVICES

- 12.02 Gaming and Sports Officiating Services
  - 12.0203 Card Dealer
  - 12.0204 Umpires and Other Sports Officials
  - 12.0299 Gaming and Sports Officiating Services, Other

- 12.03 Funeral Services and Mortuary Science
  - 12.0301 Funeral Services and Mortuary Science

- 12.04 Cosmetic Services
  - 12.0401 Cosmetic Services, General
  - 12.0402 Barbering/Hairstylist
  - 12.0403 Cosmetologist
  - 12.0404 Electrolysis Technician
  - 12.0405 Massage
  - 12.0406 Make-up Artist
  - 12.0408 Nail Technology
  - 12.0499 Cosmetic Services, Other

- 12.05 Culinary Arts and Related Services
  - 12.0501 Baker/Pastry Chef
  - 12.0502 Bartender/Mixologist
  - 12.0503 Culinary Arts/Chef Training
  - 12.0504 Food and Beverage/Restaurant Operations Manager
  - 12.0505 Kitchen Personnel/Cook and Assistant Training
  - 12.0506 Meatcutter
  - 12.0507 Waiter/Waitress and Dining Room Manager
  - 12.0599 Culinary Arts and Related Services, Other

- 12.99 Personal and Miscellaneous Services, Other
  - * 12.9999 Designation for personal and miscellaneous services course enrollees - 1.2

- 13\. EDUCATION (For Transfer courses except for 13.15)

- 13.01 Education, General
  - 13.0101 Education, General

- 13.02 Bilingual/Bicultural Education
  - 13.0201 Bilingual/Bicultural Education

- 13.03 Not to be used. Curriculum and Instruction

- 13.04 Not to be used. Education Administration and Supervision

- 13.05 Educational/Instructional Media Design
  - 13.0501 Educational/Instructional Media Design (See also 10.0101)

- 13.06 Educational, Evaluation, Research and Statistics
  - 13.0601 Not to be used. Educational Evaluation and Research
  - 13.0603 Educational Statistics and Research Methods
  - 13.0604 Educational Assessment, Testing, and Measurement
  - 13.0699 Not to be used. Educational Evaluation, Research and Statistics, Other
- 13.07 International and Comparative Education
  - 13.0701 International and Comparative Education
- 13.08 Not to be used. Educational Psychology
  - 13.0802 Educational Psychology
- 13.09 Social and Philosophical Foundations of Education
  - 13.0901 Social and Philosophical Foundations of Education
- 13.10 Special Education
  - 13.1001 Special Education, General
  - 13.1003 Education of the Deaf and Hearing Impaired
  - 13.1004 Education of the Gifted and Talented
  - 13.1005 Education of the Emotionally Handicapped
  - 13.1006 Education of the Mentally Handicapped
  - 13.1007 Education of the Multiple Handicapped
  - 13.1008 Education of the Physically Handicapped
  - 13.1009 Education of the Blind and Visually Handicapped
  - 13.1011 Education of the Specific Learning Disabled
  - 13.1012 Education of the Speech Impaired
  - 13.1013 Education of the Autistic
  - 13.1099 Special Education, Other
- 13.11 Not to be used. Student Counseling and Personnel Services
  - 13.1101 Counselor Education Counseling and Guidance Services
  - 13.1102 College/Postsecondary Student Counseling and Personnel Services
- 13.12 General Teacher Education
  - 13.1201 Adult and Continuing Teacher Education
  - 13.1202 Elementary Teacher Education
  - 13.1203 Junior High/Intermediate/Middle School Teacher Education
  - 13.1204 Pre-Elementary Early Childhood/Kindergarten Teacher Education
  - 13.1205 Secondary Teacher Education
  - 13.1206 Teacher Education, Multiple Levels
  - 13.1299 Teacher Education, General Programs, Other
- 13.13 Teacher Education, Specific Academic and Vocational Programs
  - 13.1301 Agricultural Teacher Education (Vocational)
  - 13.1302 Art Teacher Education
  - 13.1303 Business Teacher Education (Vocational)
  - 13.1304 Driver and Safety Teacher Education
  - 13.1305 English Teacher Education
  - 13.1306 Foreign Languages Teacher Education
  - 13.1307 Health Teacher Education
  - 13.1308 Home Economics Teacher Education (Vocational)

13.1309 Technology Teacher Education/Industrial Arts Teacher Education
13.1310 Marketing Operations Teacher Education/Marketing and Distribution Teacher Education (Vocational)
13.1311 Mathematics Teacher Education
13.1312 Music Teacher Education
13.1314 Physical Education Teaching and Coaching
13.1315 Reading Teacher Education
13.1316 Science Teacher Education, General
13.1317 Social Science Teacher Education
13.1318 Social Studies Teacher Education
13.1319 Technical Teacher Education (Vocational)
13.1320 Trade and Industrial Teacher Education (Vocational)
13.1321 Computer Teacher Education
13.1322 Biology Teacher Education
13.1323 Chemistry Teacher Education
13.1324 Drama and Dance Teacher Education
13.1325 French Language Teacher Education
13.1326 German Language Teacher Education
13.1327 Health Occupations Teacher Education (Vocational)
13.1328 History Teacher Education
13.1329 Physics Teacher Education
13.1330 Spanish Language Teacher Education
13.1331 Speech Teacher Education
13.1399 Teacher Education, Specific Academic and Vocational Programs, Other

13.14 Teaching English as a Second Language/Foreign Language
13.1401 Teaching English as a Second Language/Foreign Language

13.15 Teacher Assistant/Aide
13.1501 Teacher Assistant/Aide

13.99 Education, Other
13.9999 Education, Other

14. ENGINEERING (For Transfer courses only)

14.01 Engineering, General
14.0101 Engineering, General

14.02 Not to be used. Aerospace, Aeronautical and Astronautical Eng.

14.03 Not to be used. Agricultural Engineering

14.04 Not to be used. Architectural Engineering

14.05 Not to be used. Bioengineering and Biomedical Engineering

14.06 Not to be used. Ceramic Sciences and Engineering

14.07 Not to be used. Chemical Engineering

- 14.08 Civil Engineering
  - 14.0801 Civil Engineering, General
  - 14.0802 Geotechnical Engineering
  - 14.0803 Structural Engineering
  - 14.0804 Transportation and Highway Engineering
  - 14.0805 Water Resources Engineering

- 14.09 Computer Engineering
  - 14.0901 Computer Engineering

- 14.10 Electrical, Electronics, and Communications Engineering
  - 14.1001 Electrical, Electronics, and Communication Engineering

- 14.11 Engineering Mechanics
  - 14.1101 Engineering Mechanics

- 14.12 Engineering Physics
  - 14.1201 Engineering Physics

- 14.13 Engineering Science
  - 14.1301 Engineering Science

- 14.14 Environmental/Environmental Health Engineering
  - 14.1401 Environmental/Environmental Health Engineering

- 14.15 Not to be used. Geological Engineering

- 14.16 Not to be used. Geographical Engineering

- 14.17 Not to be used. Industrial Manufacturing Engineering

- 14.18 Not to be used. Materials Engineering

- 14.19 Not to be used. Mechanical Engineering

- 14.20 Not to be used. Metallurgical Engineering

- 14.21 Not to be used. Mining and Mineral Engineering

- 14.22 Not to be used. Naval Architecture and Marine Engineering

- 14.23 Not to be used. Nuclear Engineering

- 14.24 Not to be used. Ocean Engineering

- 14.25 Not to be used. Petroleum Engineering

- 14.27 Not to be used. Systems Engineering

- 14.28 Not to be used. Textile Sciences and Engineering

- 14.29 Not to be used. Engineering Design

14.30 Not to be used. Engineering/Industrial Management

14.31 Not to be used. Materials Science

14.32 Not to be used. Polymer/Plastics Engineering

14.99 Engineering, Other
14.9999 Engineering, Other

15. ENGINEERING-RELATED TECHNOLOGIES

15.01 Architectural Engineering Technology
15.0101 Architectural Engineering Technology/Technician (See also 48.0102)

15.02 Civil Engineering, Civil Technology/Technician
15.0201 Civil Engineering/Civil Technology/Technician
15.0203 Surveying and Mapping Technology (To 15.1102)

15.03 Electrical and Electronic Engineering-Related Technology (See also 47.01)
15.0301 Computer Engineering Technology/Technician (See also 47.0104)
15.0303 Electrical, Electronic and Communications Engineering Technology/Technician
15.0304 Laser and Optical Technology/Technician
* 15.0310 Telecommunication Electronics Technology (Cross to 15.0303 for IPEDS)
15.0399 Electrical and Electronic Engineering-Related Technologies/Technicians, Other

15.04 Electromechanical Instrumentation and Maintenance Technology
15.0401 Biomedical Engineering-Related Technology/Technician
15.0402 Computer Maintenance Technology/Technician (See also 47.0104)
15.0403 Electromechanical Technology/Technician
15.0404 Instrumentation Technology/Technician
* 15.0405 Robotics Technology/Technician (Cross to 15.0499 for IPEDS)
* 15.0410 Fluid Power Technology (Cross to 15.0499 for IPEDS)
* 15.0411 Automated Manufacturing Technology (Cross to 15.0499 for IPEDS)
15.0499 Electromechanical Instrumentation and Maintenance Technologies/Technicians, Other

15.05 Environmental Control Technologies
15.0501 Heating, Air Conditioning and Refrigeration Technology/Technician (See 47.0201)
15.0503 Energy Management and Systems Technology/Technician
15.0505 Solar Technology/Technician
15.0506 Water Quality and Wastewater Treatment Technology/Technician
15.0507 Environmental and Pollution Technology/Technician
15.0510 Environmental Control Technology (To 15.0507)
15.0599 Environmental Control Technologies/Technicians, Other

15.06 Industrial Production Technologies
* 15.0601 Alcohol Fuels Technology (Cross to 15.0699 for IPEDS)
15.0603 Industrial/Manufacturing Technology/Technician
* 15.0605 Corrosion Technology (Cross to 15.0603 for IPEDS)
15.0607 Plastics Technology/Technician
15.0610 Welding and Fabrication Technology (To 15.0611)
15.0611 Metallurgical Technology/Technician
15.0699 Industrial Production Technologies/Technicians, Other

15.07 Quality Control and Safety Technologies
15.0701 Occupational Safety and Health Technology/Technician
15.0702 Quality Control Technology/Technician
15.0799 Quality Control and Safety Technologies/Technicians, Other

15.08 Mechanical Engineering-Related Technologies
15.0801 Aeronautical and Aerospace Engineering Technology/Technician
15.0803 Automotive Engineering Technology/Technician (See 47.0604)
15.0805 Mechanical Engineering/Mechanical Technology/Technician (See 48.0105 for drafting)
* 15.0810 Computer-aided Design (Cross to 15.0805 for IPEDS)
* 15.0811 Microprecision Technology (Cross to 15.0805 for IPEDS)
15.0899 Mechanical Engineering-Related Technologies/Technicians, Other

15.09 Mining and Petroleum Technologies
15.0901 Mining Technology/Technician
15.0903 Petroleum Technology/Technician
15.0999 Mining and Petroleum Technologies/Technicians, Other

15.10 Construction/Building Technology
15.1001 Construction/Building Technology/Technician

15.11 Miscellaneous Engineering-Related Technologies
15.1101 Engineering Related Technolgies
15.1102 Surveying
15.1103 Hydraulic Technology/Technician

15.99 Engineering-Related Technologies, Other
* 15.9999 Designation for vocational engineering technology course enrollees - 1.2

16. FOREIGN LANGUAGES AND LITERATURES (Transfer courses)

16.01 Foreign Languages and Literatures
16.0101 Foreign Languages and Literatures, General
16.0102 Linguistics
16.0103 Foreign Language Interpretation and Translation

16.03 East and Southeast Asian Languages and Literatures
16.0301 Chinese Language and Literature
16.0302 Japanese Language and Literature
16.0399 East and Southeast Asia Languages and Literatures, Other

- 16.04 East European Languages and Literatures
  - 16.0402 Russian Language and Literature
  - 16.0403 Slavic Languages and Literatures (other than Russian)
  - 16.0499 East European Languages and Literatures, Other

- 16.05 Germanic Languages and Literatures
  - 16.0501 German Language and Literature
  - 16.0502 Scandinavian Languages and Literatures
  - 16.0599 Germanic Languages and Literatures, Other

- 16.06 Greek Languages and Literatures (Modern)
  - 16.0601 Greek Language and Literatures (Modern)

- 16.07 South Asian Languages and Literatures
  - 16.0703 South Asian Languages and Literatures

- 16.09 Romance Languages and Literatures
  - 16.0901 French Language and Literature
  - 16.0902 Italian Language and Literature
  - 16.0904 Portuguese Language and Literature
  - 16.0905 Spanish Language and Literature
  - 16.0999 Romance Languages and Literatures, Other

- 16.11 Middle Eastern Languages and Literatures
  - 16.1101 Arabic Language and Literature
  - 16.1102 Hebrew Language and Literature
  - 16.1199 Middle Eastern Languages and Literatures, Other

- 16.12 Classical and Ancient Near Eastern Languages and Literatures
  - 16.1201 Classics and Classical Languages and Literatures
  - 16.1202 Greek Language and Literature (Ancient and Medieval)
  - 16.1203 Latin Language and Literature (Ancient and Medieval)
  - 16.1299 Classical and Ancient Near Eastern Languages and Literatures, Other

- 16.99 Foreign Languages and Literatures, Other
  - 16.9999 Foreign Languages and Literatures, Other

- *17. ALLIED HEALTH (To 51.0000)*

  - *17.0101 Dental Assisting (To 51.0601)*
  - *17.0102 Dental Hygiene (To 51.0602)*
  - *17.0103 Dental Laboratory Technology (To 51.0603)*
  - *17.0199 Dental Services, Other (To 51.0699)*
  - *17.0201 Cardiovascular Technology (To 51.0901)*
  - *17.0202 Renal Dialysis Technology (To 51.0911)*
  - *17.0203 Electrocardiograph Technology (To 51.0902)*
  - *17.0204 Electroencephalograph Technology (To 51.0903)*
  - *17.0205 Emergency Medical Technology-Ambulance (To 51.0904)*
  - *17.0206 Emergency Medical Technology-Intermediate and Paramedic (To 51.0904)*
  - *17.0208 Nuclear Medical Technology (To 51.0905)*

17.0209 Radiologic (Medical) Technology (To 51.0907)
17.0210 Respiratory Therapy Technology (To 51.0908)
17.0211 Surgical Technology (To 51.0909)
17.0212 Diagnostic Medical Sonography (To 51.0910)
* *17.0220 Radiation Therapy Assisting (To 51.0912)*
17.0221 Emergency Services (Integrated) (To 51.0904)
* *17.0222 Computerized Tomography (To 51.0913)*
* *17.0223 Magnetic Resonance Imaging (To 51.0914)*
* *17.0304 Medical Laboratory Aide/Phlebotomy (To 51.2602)*
17.0309 Medical Laboratory Technology (To 51.1004)
17.0401 Alcohol/Drug Abuse Specialty (To 51.1501)
17.0404 Home Health Aide (See also 20.0606) (To 51.1615)
* *17.0405 Developmental Disabilities/Habilitation Aide (To 51.1504)*
17.0406 Mental Health Technology (To 51.1502)
* *17.0502 Central Supply Technology (To 51.0710)*
17.0503 Medical Assisting (To 51.0801)
17.0506 Medical Records Technology (To 51.0707)
17.0507 Pharmacy Assisting (To 51.0805)
17.0508 Physician Assisting (To 51.0807)
17.0512 Veterinarian Assisting (To 51.0808)
17.0513 Health Unit Coordinating (To 51.0703)
17.0520 Nursing Home/Convalescent Care (To 51.0702)
* *17.0521 Medical Records Assisting (To 51.0707)*
* *17.0601 Geriatric Aide (To 51.2603)*
17.0602 Basic Nurse Assisting (To 51.1614)
17.0605 Practical Nursing (To 51.1613)
17.0610 Refresher Courses for Nurses (1.6) (To 51.1612)
17.0703 Ophthalmic Medical Assisting (To 51.1803)
17.0804 Exercise Physiology (To 31.0505)
17.0808 Occupational Therapy Assisting (To 51.0803)
17.0815 Physical Therapy Assisting (To 51.0806)
* *17.0817 Therapeutic Recreational Assisting (To 51.2604)*
* *17.9999 Designation for allied health course enrollees - 1.2 - and vocational skills in health occupations - 1.6 (To 51.9999)*

18. HEALTH SCIENCES

18.1101 Associate Degree Nursing (To 51.1601)

18.17 Pre-Dentistry (To 51.1101)

18.18 Pre-Medicine (To 51.1102)

18.19 Pre-Pharmacy (To 51.1103)

18.25 Pre-Optometry (To 51.1199)

19. HOME ECONOMICS (Transfer courses)

19.01 Home Economics, General
19.0101 Home Economics, General

19.02 Not to be used. Home Economics Business Services

19.03 Not to be used. Family and Community Studies

19.04 Family/Consumer Resource Management
19.0401 Family Resource Management Studies
19.0402 Consumer Economics and Science
19.0499 Family/Consumer Resource Management, Other

19.05 Foods and Nutrition Studies
19.0501 Foods and Nutrition Studies, General
19.0502 Scientific Human Nutrition Foods and Nutrition Science
19.0503 Dietetics/Human Nutritional Services
19.0505 Food Systems Administration
19.0599 Foods and Nutrition Studies, Other

19.06 Housing Studies
19.0601 Housing Studies, General
19.0603 Interior Environments
19.0699 Housing Studies, Other

19.07 Individual and Family Development Studies
19.0701 Individual and Family Development Studies, General
19.0703 Family and Marriage Counseling
19.0704 Family Life and Relations Studies
19.0705 Gerontological Services
19.0706 Child Growth, Care and Development Studies (See 20.0202)
19.0799 Individual and Family Development Studies, Other

19.09 Clothing/Apparel and Textiles Studies
19.0901 Clothing/Apparel and Textile Studies

19.99 Home Economics, Other
19.9999 Home Economics, Other

20. VOCATIONAL HOME ECONOMICS

20.01 Consumer and Homemaking Home Economics (For General Studies courses)
20.0102 Child Development, Care, and Guidance (Curriculum designation for 1.5 - Improving Family Circumstances)
20.0103 Clothing and Textiles (Curriculum designation for 1.5 - Homemaking)

20.02 Child Care and Guidance Workers and Managers
20.0201 Child Care and Guidance Workers and Managers, General
20.0202 Child Care Provider/Assistant
20.0203 Child Care Services Management
20.0204 Foster Care/Family Care (To 20.0202)
20.0205 Teacher Aide (School-age) (To 13.1501)
20.0210 Elder Care (To 20.0602)
20.0299 Child Care and Guidance Workers and Managers, Other

20.03 Clothing, Apparel and Textiles Workers and Managers
  20.0301 Clothing, Apparel and Textiles Workers and Managers, General
  20.0303 Commercial Garment and Apparel Workers
  20.0305 Custom Tailor
  20.0306 Fashion and Fabric Consultant
  20.0309 Drycleaner and Launderer (Commercial)
  20.0399 Clothing, Apparel and Textiles Workers and Managers, Other

20.04 Institutional Food Workers and Administrators
  20.0401 Institutional Food Workers and Administrators, General
  20.0402 Baking (To 12.0501)
  20.0403 Chef/Cook/Culinary Arts (To 12.0503)
  20.0404 Dietician Assistant
  20.0405 Food Caterer
  20.0406 Food Service/Restaurant Management (To 12.0504)
  20.0409 Institutional Food Services Administrator
  20.0499 Institutional Food Workers and Administrators, Other

20.05 Home Furnishings and Equipment Installers and Consultants
  20.0501 Home Furnishings and Equipment Installers and Consultants, General
  20.0502 Window Treatment Maker and Installer
  20.0505 Interior Design and Decorating (To 20.0501)
  20.0599 Home Furnishings and Equipment Installers and Consultants, Other

20.06 Custodial, Housekeeping and Home Services Workers and Managers
  20.0601 Custodial, Housekeeping and Home Services Workers and Managers, General
  20.0602 Elder Care Provider/Companion
  20.0604 Custodian/Caretaker
  20.0605 Executive Housekeeper
  20.0606 Homemaker's Aide
  20.0699 Custodial, Housekeeping and Home Services Workers and Managers Other

20.07 Waiter/Waitress Related Services
  20.0701 Waiter/Waitress Training (To 12.0507)

20.99 Vocational Home Economics, Other
• 20.9999 Designation for 1.6 - Vocational Skills in Home Economics and 1.2 Home and Institutional Services Course Enrollees

21. Not to be used. TECHNOLOGY EDUCATION/INDUSTRIAL ARTS -

22. LAW AND LEGAL STUDIES

22.01 Law and Legal Studies
- 22.0101 Not to be used. Law (L.L.B., J.D.)
- 22.0102 Pre-Law (Transfer curriculum, not course, designation)
- 22.0103 Paralegal/Legal Assistant
- 22.0104 Not to be used. Juridical Science/Legal Specialization (LL.M., M.C.L., J.S.D./S.J.D.)
- 22.0199 Not to be used. Law and Legal Studies, Other

23. ENGLISH LANGUAGE AND LITERATURE/LETTERS (For Transfer courses except for 23.11)

23.01 English Language and Literature, General
- 23.0101 English Language and Literature, General

23.03 Comparative Literature
- 23.0301 Comparative Literature (Includes World Literature)

23.04 English Composition
- 23.0401 English Composition

23.05 English Creative Writing
- 23.0501 English Creative Writing

23.07 American Literature (United States)
- 23.0701 American Literature (United States)

23.08 English Literature (British and Commonwealth
- 23.0801 English Literature (British and Commonwealth)

23.10 Speech and Rhetorical Studies
- 23.1001 Speech and Rhetorical Studies

23.11 English Technical and Business Writing
- 23.1101 English Technical and Business Writing (For IPEDS cross to 090401)

23.99 English Language and Literature/Letters, Other
- * 23.9999 Designation for vocational technical course enrollees - 1.2

24. LIBERAL ARTS AND SCIENCES, GENERAL STUDIES AND HUMANITIES

24.01 Liberal Arts and Sciences, General Studies and Humanities
- * 24.0101 Curriculum designation for AA and AA & S (transfer) degree curricula that do not specify majors (see 30.0101 for AS)
- * 24.0102 Curriculum designation for AGS, AGE, and ALS (general associate) degree curricula
- * 24.0103 Curriculum designation for 1.5 - Intellectual and Cultural Studies
- * 24.0104 Designation for Pre-baccalaureate/Transfer course enrollees
- * 24.0105 Orientation Courses
- * 24.0199 Liberal Arts and Sciences, General Studies and Humanities, Other

25. LIBRARY SCIENCE

- 25.01 Not to be used. Library Science/Librarianship
- 25.03 Library Assistant
  - 25.0301 Library Assistant
- 25.99 Library Science, Other
  - 25.9999 Designation for vocational library course Enrollees - 1.2

26. BIOLOGICAL SCIENCES/LIFE SCIENCES (Transfer courses except for applied courses)

- 26.01 Biology, General
  - 26.0101 Biology, General
- 26.02 Biochemistry and Biophysics
  - 26.0202 Biochemistry
  - 26.0203 Biophysics
- 26.03 Botany
  - 26.0301 Botany, General
  - 26.0305 Plant Pathology
  - 26.0307 Plant Physiology
- 26.04 Cell and Molecular Biology
  - 26.0401 Cell Biology
  - 26.0402 Molecular Biology
- 26.05 Microbiology/Bacteriology
  - 26.0501 Microbiology/Bacteriology
- 26.06 Miscellaneous Biological Specializations
  - 26.0601 Anatomy
  - 26.0603 Ecology
  - 26.0607 Marine/Aquatic Biology
  - 26.0608 Neuroscience
  - 26.0609 Nutritional Sciences
  - 26.0610 Parasitology
  - 26.0611 Radiation Biology/Radiobiology
  - 26.0612 Toxicology
  - 26.0613 Genetics (Plant and Animal)
  - 26.0614 Biometrics
  - 26.0615 Biostatistics
  - 26.0616 Biotechnology Research
  - 26.0617 Evolutionary Biology
  - 26.0618 Biological Immunology
  - 26.0619 Virology
  - 26.0699 Miscellaneous Biological Specializations, Other

26.07 Zoology
- 26.0701 Zoology, General
- 26.0702 Entomology
- 26.0704 Pathology, Human and Animal
- 26.0705 Pharmacology, Human and Animal
- 26.0706 Physiology, Human and Animal
- 26.0799 Zoology, Other

26.99 Biological Sciences, Life Sciences, Other
- 26.9999 Biological Sciences, Life Sciences, Other

27. MATHEMATICS (Transfer courses only except for 27.03)

27.01 Mathematics
- 27.0101 Mathematics

27.03 Applied Mathematics
- 27.0301 Applied Mathematics, General
- 27.0302 Operations Research
- 27.0399 Applied Mathematics, Other

27.05 Mathematical Statistics
- 27.0501 Mathematical Statistics

27.99 Mathematics, Other
- 27.9999 Mathematics, Other

28. RESERVE OFFICERS' TRAINING CORPS (R.O.T.C.)

29. Not to be used. MILITARY TECHNOLOGIES -

30. MULTI/INTERDISCIPLINARY STUDIES

30.01 Biological and Physical Sciences
- 30.0101 Biological and Physical Sciences (Designation for AS degree curricula that do not specify majors)

*30.04 Humanities
- * 30.0401 Humanities

30.05 Not to be used. Peace and Conflict Studies

30.06 Not to be used. Systems Science and Theory

30.08 Mathematics and Computer Science
- 30.0801 Mathematics and Computer Science

30.10 Biopsychology
- 30.1001 Biopsychology

30.11 Gerontology
- 30.1101 Gerontology

30.12 Historic Preservation, Conservation and Architectural History
30.1201 Historic Preservation, Conservation and Arch. History

30.13 Medieval and Renaissance Studies
30.1301 Medieval and Renaissance Studies

30.14 Museology/Museum Studies
30.1401 Museology/Museum Studies

30.15 Science, Technology and Society
30.1501 Science, Technology and Society

30.99 Multi/Interdisciplinary Studies, Other
30.9999 Multi/Interdisciplinary Studies, Other

31. PARKS, RECREATION, LEISURE AND FITNESS STUDIES

31.01 Parks, Recreation and Leisure Studies
31.0101 Parks, Recreation, and Leisure Studies

31.02 Outdoor Recreation
31.0201 Outdoor Recreation (To 31.0301)

31.03 Parks, Recreation and Leisure Facilities Management
31.0301 Parks, Recreation and Leisure Facilities Management

31.05 Health and Physical Education/Fitness
31.0501 Health and Physical Education, General
31.0502 Adapted Physical Education/Therapeutic Recreation
31.0503 Athletic Training and Sports Medicine
31.0504 Sport and Fitness Administration/Management
31.0505 Exercise Sciences/Physiology and Movement Studies (Cross to 31.9999 for IPEDS)
31.0506 Socio-Psychological Sports Studies
31.0599 Health and Physical Education/Fitness, Other

31.99 Parks, Recreation, Leisure and Fitness Studies, Other
* 31.9999 Parks, Recreation, Leisure and Fitness Studies, Other (Designation for vocational recreation course enrollees - 1.2)

32. BASIC SKILLS

32.01 Basic Skills
* 32.0103 Communication Skills (Cross to 32.0108 for IPEDS)
32.0104 Computational Skills
32.0105 Job-Seeking/Changing Skills (Curriculum designation for vocational skills general - 1.6)
32.0107 Career Exploration/Awareness Skills
32.0108 Reading, Literacy, Communication Skills
32.0110 Adult Beginning Level -- grade equivalent 0 to 5.9 (Cross to 32.0101 for IPEDS)
* 32.0113 Reading (Cross to 32.0108 for IPEDS)
32.0120 Adult Intermediate Level -- grade equivalent 6.0 to 8.9 (Cross to 32.0101 for IPEDS)
32.0130 Adult Secondary Level -- grade equivalent 9.0 to 12+ (Cross to 32.0101 for IPEDS)

32.0140 English as a Second Language Beginning Level -- Level 1 (CELSA/MELT O-V) -- Cross to 32.0101 for IPEDS)
32.0150 English as a Second Language Intermediate Level -- Level 2 (CELSA/MELT VI-VII) -- Cross to 32.0101 for IPEDS
32.0160 English as a Second Language Secondary/Advanced Level -- Level 3 (CELSA/MELT VIII and above) Cross to 32.0101 for IPEDS
32.0199 Basic Skills, Other

33. CITIZENSHIP ACTIVITIES

33.01 Citizenship Activities
33.0101 Citizenship Activities, General (Curriculum designation for 1.5 - Community and Civic Development)
33.0102 American Citizenship Education
33.0103 Community Awareness
33.0104 Community Involvement
33.0199 Citizenship Activities, Other

34. HEALTH-RELATED KNOWLEDGE AND SKILLS

34.01 Health-Related Knowledge and Skills
34.0101 Knowledge and Skills, General
34.0102 Birthing and Parenting Knowledge and Skills
34.0103 Personal Health Improvement and Maintenance (Curriculum designation for 1.5 - Health, Safety, and Environment)
34.0104 Addiction Prevention and Treatment
34.0199 Health-Related Knowledge and Skills, Other

35. INTERPERSONAL AND SOCIAL SKILLS

35.01 Interpersonal and Social Skills
35.0101 Interpersonal and Social Skills, General
35.0102 Interpersonal Relationship Skills
35.0103 Business and Social Skills
35.0199 Interpersonal and Social Skills, Other

36. LEISURE AND RECREATIONAL ACTIVITIES

36.01 Leisure and Recreational Activities
36.0101 Leisure and Recreational Activities, General
36.0102 Handicrafts and Model-Making
36.0103 Board, Card and Role-Playing Games
36.0105 Home Maintenance and Improvement
36.0106 Nature Appreciation
36.0107 Pet Ownership and Care
36.0108 Sports and Exercise (Course designation for elective physical education)
36.0109 Travel and Exploration
36.0110 Art
36.0111 Collection
36.0112 Cooking and Other Domestic Skills
36.0113 Computer Games and Programming Skills
36.0114 Dancing

36.0115 Music
36.0116 Reading
36.0117 Theater
36.0118 Writing
36.0199 Leisure and Recreational Activities, Other

37. PERSONAL AWARENESS AND SELF-IMPROVEMENT

37.01 Personal Awareness and Self-Improvement
37.0101 Self-Awareness and Personal Assessment (Curriculum designation for 1.5 - Personal Development)
37.0102 Stress Management and Coping Skills
37.0103 Personal Decision-Making Skills
37.0104 Self-Esteem and Values Clarification
37.0199 Personal Awareness and Self-Improvement, Other

38. PHILOSOPHY AND RELIGION (For courses only)

38.01 Philosophy
38.0101 Philosophy

38.02 Religion/Religious Studies
38.0201 Religion/Religious Studies

38.99 Philosophy and Religion
38.9999 Philosophy and Religion

39. Not to be used. THEOLOGICAL STUDIES AND RELIGIOUS VOCATIONS

40. PHYSICAL SCIENCES (For Transfer courses only except in applied courses)

40.01 Physical Sciences, General
40.0101 Physical Sciences, General

40.02 Astronomy
40.0201 Astronomy

40.03 Not to be used. Astrophysics

40.04 Atmospheric Sciences and Meteorology
40.0401 Atmospheric Sciences and Meteorology

40.05 Chemistry
40.0501 Chemistry, General
40.0502 Analytical Chemistry
40.0503 Inorganic Chemistry
40.0504 Organic Chemistry
40.0505 Medicinal/Pharmaceutical Chemistry
40.0506 Physical and Theoretical Chemistry
40.0507 Polymer Chemistry
40.0599 Chemistry, Other

40.06 Geological and Related Sciences
40.0601 Geology
40.0602 Geochemistry
40.0603 Geophysics and Seismology
40.0604 Paleontology
40.0699 Geological and Related Sciences, Other

40.07 Miscellaneous Physical Sciences
40.0701 Metallurgy
40.0702 Oceanography
40.0703 Earth and Planetary Science
40.0799 Miscellaneous Physical Sciences, Other

40.08 Physics
40.0801 Physics, General
40.0802 Chemical and Atomic/Molecular Physics
40.0804 Elementary Particle Physics
40.0805 Plasma and High Temperature Physics
40.0806 Nuclear Physics
40.0807 Optics
40.0808 Solid State and Low Temperature Physics
40.0809 Acoustics
40.0810 Theoretical and Mathematical Physics
40.0899 Physics, Other

40.99 Physical Sciences, Other
40.9999 Physical Sciences, Other

41. SCIENCE TECHNOLOGIES

41.01 Biological Technologies
41.0101 Biological Technology/Technician

41.02 Nuclear and Industrial Radiologic Technologies
41.0202 Nuclear Power Plant Operation Technology (To 41.0205)
41.0204 Industrial Radiologic Technology/Technician
41.0205 Nuclear/Nuclear Power Technology/Technician
41.0299 Nuclear and Industrial Radiologic Technologies/Technicians, Other

41.03 Physical Science Technologies
41.0301 Chemical Technology/Technician *(Hazardous Waste moved to 15.0507)*
41.0303 Metallurgical Technology (To 15.0611)
41.0399 Physical Science Technologies/Technicians, Other

41.99 Science Technologies/Technicians, Other
* 41.9999 Designation for vocational science technology course enrollees - 1.2

42. PSYCHOLOGY (For Transfer courses only except in applied courses)

42.01 Psychology, General
  42.0101 Psychology, General

42.02 Not to be used. Clinical Psychology

42.03 Cognitive Psychology and Psycholinguistics
  42.0301 Cognitive Psychology and Psycholinguistics

42.04 Not to be used. Community Psychology

42.06 Not to be used. Counseling Psychology

42.07 Developmental and Child Psychology
  42.0701 Developmental and Child Psychology

42.08 Experimental Psychology
  42.0801 Experimental Psychology

42.09 Industrial and Organizational Psychology
  42.0901 Industrial and Organizational Psychology

42.11 Physiological Psychology/Psychobiology
  42.1101 Physiological Psychology/Psychobiology

42.16 Social Psychology
  42.1601 Social Psychology

42.17 School Psychology
  42.1701 School Psychology

42.99 Psychology, Other
  42.9999 Psychology, Other

43. PROTECTIVE SERVICES

43.01 Criminal Justice and Corrections (See also 45.04)
  43.0102 Corrections/Correctional Administration
  43.0103 Criminal Justice/Law Enforcement Administration
  43.0104 Criminal Justice Studies
  43.0105 Criminal Justice Technology (To 43.0107)
  43.0106 Forensic Technology/Technician
  43.0107 Law Enforcement/Police Science
  43.0109 Security and Loss Prevention Services
  43.0199 Criminal Justice and Corrections, Other
43.02 Fire Protection

  43.0201 Fire Protection and Safety Technology/Technician
  43.0202 Fire Services Administration
  43.0203 Fire Science/Firefighting

	43.0299 Fire Protection, Other
43.03	Civil Defense
*	43.0301 Civil Defense (Cross to 43.0199 for IPEDS)
43.99	Protective Services, Other
*	43.9999 Designation for vocational protective service course enrollees - 1.2
44.	PUBLIC ADMINISTRATION AND SERVICES
44.02	Community Organization, Resources and Services
	44.0201 Community Organization, Resources and Services
44.04	Public Administration
	44.0401 Public Administration (Cross to 44.9999 for IPEDS)
44.05	Public Policy Analysis
	44.0501 Public Policy Analysis
44.06	Public Works
*	44.0603 Public Utility Management (Cross to 44.9999 for IPEDS)
44.07	Social Work
	44.0701 Social Work (Cross to 44.9999 for IPEDS)
	44.0710 Interpreter Training (To 51.0205)
44.99	Public Administration and Services, Other
*	44.9999 Designation for vocational public/social service course enrollees - 1.2
45.	SOCIAL SCIENCES AND HISTORY (For Transfer courses only except in applied courses)
45.01	Social Sciences, General
	45.0101 Social Sciences, General
45.02	Anthropology
	45.0201 Anthropology
45.03	Archeology
	45.0301 Archeology
45.04	Criminology (See also 43.01 Criminal Justice and Corrections)
	45.0401 Criminology
45.05	Demography/Population Studies
	45.0501 Demography/Population Studies
45.06	Economics
	45.0601 Economics, General

- 45.0602 Applied and Resource Economics
- 45.0603 Econometrics and Quantitative Economics
- 45.0604 Development Economics and International Development
- 45.0605 International Economics
- 45.0699 Economics, Other

- 45.07 Geography
  - 45.0701 Geography

- 45.08 History
  - 45.0801 History, General
  - 45.0802 American (United States) History
  - 45.0803 European History
  - 45.0804 History and Philosophy of Science and Technology
  - 45.0805 Public/Applied History and Archival Administration
  - 45.0899 History, Other

- 45.09 International Relations and Affairs
  - 45.0901 International Relations and Affairs

- 45.10 Political Science and Government
  - 45.1001 Political Science, General
  - 45.1002 American Government and Politics
  - 45.1099 Political Science and Government, Other

- 45.11 Sociology (For social psychology, see 42.1601)
  - 45.1101 Sociology

- 45.12 Urban Affairs/Studies
  - 45.1201 Urban Affairs/Studies

- 45.99 Social Sciences and History, Other
  - 45.9999 Social Sciences and History, Other

- 46. CONSTRUCTION TRADES

- 46.01 Masons and Tilesetters
  - 46.0101 Mason and Tilesetter
  - *46.0102 Brick, Block, and Stonemasonry (To 46.0101)*
  - *46.0199 Brickmasonry Apprentice (To 46.0101)*

- 46.02 Carpenters
  - 46.0201 Carpenter
  - *46.0299 Carpentry Apprentice (To 46.0201)*

- 46.03 Electrical and Power Transmission Installers
  - 46.0301 Electrical and Power Transmission Installer, General
  - 46.0302 Electrician
  - 46.0303 Lineworker
  - 46.0399 Electrical and Power Transmission Installer, Other *(Apprentices To 46.0302)*

46.04 Construction and Building Finishers and Managers
46.0401 Building/Property Maintenance Manager (See also 20.0604)
* 46.0402 Construction/Cement Mason (Cross to 46.0499 for IPEDS)
46.0403 Construction/Building Inspection
* 46.0405 Floor Covering Installation (Cross to 46.9999 for IPEDS)
* 46.0406 Glazing (Cross to 46.9999 for IPEDS)
46.0408 Painter and Wallcoverer
46.0499 Construction and Building Finishers and Managers, Other *(Apprentices To Appropriate CIP)*

46.05 Plumbers and Pipefitters
46.0501 Plumber and Pipefitter
46.0502 Pipefitting and Steamfitting (To 46.0501)
46.0503 Plumbing (To 46.0501)
46.0599 Plumber and Pipefitter Apprentice (To 46.0501)

46.10 Construction Trades (Integrated)
* 46.1000 Construction Trades (Integrated) (Cross to 46.9999 for IPEDS)

46.99 Construction Trades, Other
* 46.9999 Designation for vocational construction trades course enrollees - 1.2

47. MECHANICS AND REPAIRERS

47.01 Electrical and Electronics Equipment Installers and Repairers
47.0101 Electrical and Electronics Equipment Installer and and Repairer, General
47.0102 Business Machine Repair
47.0103 Communication Systems Installer and Repairer
47.0104 Computer Installer and Repairer
47.0105 Industrial Electronics Installer and Repairer
47.0106 Major Appliance Installer and Repairer
47.0109 Vending and Recreational Machine Repair (To 47.0101)
47.0199 Electrical and Electronics Equipment Installer and Repairer, Other

47.02 Heating, Air Conditioning, and Refrigeration Mechanics and Repairers
47.0201 Heating, Air Conditioning, and Refrigeration Mechanics and Repairer
47.0299 Heating, Air Conditioning, and Refrigeration Apprentice (To 47.0201)

47.03 Industrial Equipment Maintenance and Repairers
47.0301 Industrial Equipment Maintenance and Repair, General (To 47.0303)
47.0302 Heavy Equipment Maintenance and Repairer
47.0303 Industrial Machinery Maintenance and Repairer
47.0304 Mine Equipment Maintenance and Repair (To 47.0399)
47.0399 Industrial Equipment Maintenance and Repairer *(Apprentices To 47.0303)*

47.04 Miscellaneous Mechanics and Repairers
47.0401 Instrument Calibration and Repairer
47.0402 Gunsmith
47.0403 Locksmith and Safe Repairer
47.0404 Musical Instrument Repairer
47.0408 Watch, Clock, and Jewelry Repair
47.0499 Miscellaneous Mechanics and Repairers, Other

47.05 Stationary Energy Sources Installers and Operators
47.0501 Stationary Energy Sources Installer and Operator
47.0502 Conventional Electric Power Generation (To 47.0501)
47.0599 Stationary Energy Apprentice (To 47.0501)

47.06 Vehicle and Mobile Equipment Mechanics and Repairers
47.0602 Aircraft Mechanics/Avionics (To 47.0609)
47.0603 Auto/Automotive Body Repairer
47.0604 Auto/Automotive Mechanic/Technician
47.0605 Diesel Engine Mechanic and Repairer
47.0606 Small Engine Mechanic and Repairer
47.0607 Aircraft Mechanic/Technician, Airframe
47.0608 Aircraft Mechanic/Technician, Powerplant
47.0609 Aviation Systems and Avionics Maintenance Technologist/Technician
47.0610 Bicycle Mechanic and Repairer
47.0611 Motorcycle Mechanic and Repairer
47.0699 Vehicle and Mobile Equipment Mechanics and Repairers, Other *(Apprentices To 47.0604 and 47.0303)*

47.99 Mechanics and Repairers, Other
* 47.9999 Designation for vocational mechanics/repairers course enrollees - 1.2

48. PRECISION PRODUCTION TRADES

48.01 Drafting
48.0101 Drafting, General
48.0102 Architectural Drafting
48.0103 Civil/Structural Drafting
48.0104 Electrical/Electronics Drafting
48.0105 Mechanical Drafting
48.0199 Drafting, Other *(Apprentices To Appropriate CIP)*

48.02 Graphic and Printing Equipment Operators
48.0201 Graphic and Printing Equipment Operators, General
48.0203 Commercial Art/Graphic Design (To 50.0401)
48.0204 Commercial Photography (To 50.0406)
48.0205 Mechanical Typesetter and Composer
48.0206 Lithographer and Platemaker
48.0208 Printing Press Operator
48.0211 Computer Typography and Composition Equipment Operator
48.0212 Desktop Publishing Equipment Operator

48.0299 Graphic and Printing Equipment Operators, Other

48.03 Leatherworkers and Upholsterers
48.0303 Upholsterer
48.0304 Shoe, Boot, and Leather Repairer
48.0399 Leatherworkers and Upholsterers, Other

48.04 Precision Food Production
48.0402 Meatcutting (To 12.0506)

48.05 Precision Metal Workers
48.0501 Machinist/Machine Technologist
* 48.0502 Industrial Blacksmithing (Cross to 48.0599 for IPEDS)
48.0503 Machine Shop Assistant
* 48.0505 Patternmaker (Cross to 48.0599 for IPEDS)
48.0506 Sheet Metal Worker
48.0507 Tool and Die Maker/Technologist
48.0508 Welder/Welding Technologist
* 48.0520 Numerical Control (NOT CNC) (Cross to 48.0599 for IPEDS)
48.0599 Precision Metal Workers *(Apprentices To Appropriate CIP)*

48.06 Precision Work, Assorted Materials
48.0602 Jewelry Design, Fabrication, and Repair (To 47.0408)
48.0604 Plastics (To 15.0607)
48.0699 Precision Work Apprentice (To 15.0607)

48.07 Woodworkers
48.0701 Woodworkers, General
48.0702 Furniture Designer and Maker
48.0703 Cabinet Maker and Millworker
48.0799 Woodworkers, Other

48.99 Precision Production Trades, Other
* 48.9999 Precision Production Trades, Other (Designation for vocational precision production course enrollees - 1.2)

49 TRANSPORTATION AND MATERIALS MOVING WORKERS

49.01 Air Transportation Workers
49.0101 Aviation and Airway Sciences
49.0102 Aircraft Pilot and Navigator
49.0104 Aviation Management
49.0105 Air Traffic Controller
49.0106 Flight Attendant
49.0107 Aircraft Pilot (Private)
49.0199 Air Transportation Workers, Other
49.02 Vehicle and Equipment Operators
49.0202 Construction Equipment Operator
49.0205 Truck, Bus and Other Commercial Vehicle Operator
49.0299 Vehicle and Equipment Operators, Other
49.03 Water Transportation Workers
49.0303 Fishing Technology/Commercial Fishing
49.0304 Diver (Professional)

49.0306 Marine Maintenance and Ship Repairer
49.0309 Marine Science/Merchant Marine Officer
49.0399 Water Transportation Workers, Other

49.04 Railroad Technology
* 49.0410 Railroad Technology (Cross to 49.9999 for IPEDS)

49.99 Transportation and Materials Moving Workers, Other
* 49.9999 Designation for vocational transportation course enrollees - 1.2

50. VISUAL AND PERFORMING ARTS (Transfer courses except 50.0502 and 50.0904)

50.01 Visual and Performing Arts
50.0101 Visual and Performing Arts

50.02 Crafts, Folk Art and Artisanry
50.0201 Crafts, Folk Art and Artisanry

50.03 Dance
50.0301 Dance (See 36.0108 for social dance)

50.04 Design and Applied Art
50.0401 Design and Visual Communications
---------- Environmental Design (See 04.0401)
---------- Fashion Design (See 20.0306)
50.0402 Graphic Design, Commercial Art and Illustration
50.0404 Industrial Design
---------- Interior Design (See 20.0508)
---------- Medical Illustrating (See 51.2403)
50.0406 Commercial Photography
50.0407 Fashion Design and Illustration (see also 20.0306)
50.0408 Interior Design
50.0499 Design and Applied Arts, Other

50.05 Drama/Theatre Arts and Stagecraft
50.0501 Drama/Theatre Arts, General *(Occupational Curricula To 50.0502)*
50.0502 Technical Theatre/Theatre Design and Stagecraft
50.0503 Acting and Directing
50.0504 Playwriting and Screenwriting
50.0505 Drama/Theatre Literature, History and Criticism
50.0599 Dramatic/Theatre Arts and Stagecraft, Other

50.06 Film Video and Photographic Arts (See also 10.01)
50.0601 Film Cinema Studies
50.0602 Film Video Making/Cinematography and Production
50.0605 Photography
50.0699 Film/Video and Photographic Arts, Other

50.07 Fine Arts and Studies
50.0701 Art, General

50.0702 Fine/Studio Arts
50.0703 Art History Criticism and Conservation
50.0704 Arts Management
50.0705 Drawing
50.0706 Intermedia
50.0708 Painting
50.0709 Sculpture
50.0710 Printmaking
50.0711 Ceramic Arts and Ceramics
50.0712 Fiber, Textile and Weaving Art
50.0713 Metal and Jewelry Arts
50.0799 Fine Arts and Art Studies, Other

50.09 Music
50.0901 Music, General
50.0902 Music History and Literature
50.0903 Music -- General Performance
50.0904 Commercial Music Theory and Composition
50.0905 Musicology and Ethnomusicoloy
50.0906 Music Conducting
50.0907 Music -- Piano and Organ Performance
50.0908 Music -- Voice and Choral/Opera Performance
50.0909 Music Business Management and Merchandising
50.0999 Music, Other

50.99 Visual and Performing Arts, Other
50.9999 Visual and Performing Arts, Other

51. HEALTH PROFESSIONS AND RELATED SCIENCES

51.01 Not to be Used. Chiropractic (D.C., D.C.M.)
51.0101 Chiropractic (D.C., D.C.M.)

51.02 Communication Disorders Sciences and Services
51.0201 Communication Disorders, General
51.0202 Audiology/Hearing Sciences
51.0203 Speech-Language Pathology
51.0204 Speech-Language Pathology and Audiology
51.0205 Sign Language Interpreter
51.0299 Communication Disorders Sciences and Services, Other

51.03 Community Health Services
51.0301 Community Health Liaison

51.04 Not to be used. Dentistry (D.D.S., D.M.D.)
51.0401 Dentistry (D.D.S., D.M.D.)

51.05 Not to be used. Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)
51.0501 Dental Clinical Sciences/Graduate Dentistry (M.S., Ph.D.)

51.06 Dental Services
- 51.0601 Dental Assistant
- 51.0602 Dental Hygienist
- 51.0603 Dental Laboratory Technician
- 51.0699 Dental Services, Other

51.07 Health and Medical Administrative Services
- 51.0701 Health System/Health Services Administration
- 51.0702 Hospital/Health Facilities Administration (For IPEDS cross to 519999)
- 51.0703 Health Unit Coordinator/Ward Clerk
- 51.0704 Health Unit Manager/Ward Supervisor
- 51.0705 Medical Office Management
- 51.0706 Medical Records Administration
- 51.0707 Medical Records Technology/Technician
- 51.0708 Medical Transcription
- * 51.0710 Central Supply Technology (Cross to 51.0799 for IPEDS)
- 51.0799 Health and Medical Administrative Services, Other

51.08 Health and Medical Diagnostic and Treatment Services
- 51.0801 Medical Assistant
- 51.0802 Medical Laboratory Assistant
- 51.0803 Occupational Therapy Assistant
- 51.0804 Ophthalmic Medical Assistant
- 51.0805 Pharmacy Technician/Assistant
- 51.0806 Physical Therapy Assistant
- 51.0807 Physician Assistant
- 51.0808 Veterinarian Assistant/Animal Health Technician
- 51.0899 Health and Medical Assistants, Other

51.09 Health and Medical Diagnostic and Treatment Services
- 51.0901 Cardiovascular Technology/Technician
- 51.0902 Electrocardiograph Technology/Technician
- 51.0903 Electroencephalograph Technology/Technician
- 51.0904 Emergency Medical Technology/Technician
- 51.0905 Nuclear Medical Technology/Technician
- 51.0906 Perfusion Technology/Technician
- 51.0907 Medical Radiologic Technology/Technician
- 51.0908 Respiratory Therapy Technician
- 51.0909 Surgical/Operating Room Technician
- 51.0910 Diagnostic Medical Sonography
- * 51.0911 Renal Dialysis Technology/Technician (Cross to 51.0999 for IPEDS)
- * 51.0912 Radiation Therapy Assisting (Cross to 51.0907 for IPEDS)
- * 51.0913 Computerized Tomography (Cross to 51.0907 for IPEDS)
- * 51.0914 Magnetic Resonance Imaging (Cross to 51.0907 for IPEDS)
- 51.0999 Health and Medical Diagnostic and Treatment Services, Other

51.10 Health and Medical Laboratory Technologies/Technicians
- 51.1001 Blood Bank Technology/Technician
- 51.1002 Cytotechnologist

51.1003 Hematology Technology/Technician
51.1004 Medical Laboratory Technician
51.1005 Medical Technology
51.1006 Optometric/Ophthalmic Laboratory Technician
51.1099 Health and Medical Laboratory Technologies/Technicians, Other

51.11 Health and Medical Preparatory Programs
51.1101 Pre-Dentistry Studies
51.1102 Pre-Medicine Studies
51.1103 Pre-Pharmacy Studies
51.1104 Pre-Veterinary Studies
51.1199 Health and Medical Preparatory Programs, Other

51.12 Not to be used. Medicine (M.D.)
51.1201 Medicine (M.D.)

51.13 Medical Basic Sciences
51.1301 Medical Anatomy
51.1302 Medical Biochemistry
51.1303 Medical Biomathematics and Biometrics
51.1304 Medical Physics/Biophysics
51.1305 Medical Cell Biology
51.1306 Medical Genetics
51.1307 Medical Immunology
51.1308 Medical Microbiology
51.1309 Medical Molecular Biology
51.1310 Medical Neurobiology
51.1311 Medical Nutrition
51.1312 Medical Pathology
51.1313 Medical Physiology
51.1314 Medical Toxicology
51.1399 Medical Basic Sciences, Other

51.14 Not to be used. Medical Clinical Sciences (M.S., Ph.D.)
51.1401 Medical Clinical Sciences (M.S., Ph.D.)

51.15 Mental Health Services
51.1501 Alcohol/Drug Abuse Counseling
51.1502 Psychiatric/Mental Health Services Technician
51.1503 Clinical and Medical Social Work
* 51.1504 Developmental Disabilities/Habilitation Aide (Cross to 51.1502 for IPEDS)
51.1599 Mental Health Services, Other

51.16 Nursing
51.1601 Nursing (R.N. Training)
51.1602 Nursing Administration (Post-R.N.)
51.1603 Nursing, Adult Health (Post-R.N.)
51.1604 Nursing, Anesthetist (Post-R.N.)
51.1605 Nursing, Family Practice (Post-R.N.)
51.1606 Nursing, Maternal/Child Health (Post-R.N.)
51.1607 Nursing Midwifery (Post-R.N.)

- 51.1608 Nursing Science (Post-R.N.)
- 51.1609 Nursing, Pediatric (Post-R.N.)
- 51.1610 Nursing, Psychiatric/Mental Health (Post-R.N.)
- 51.1611 Nursing, Public Health (Post-R.N.)
- 51.1612 Nursing, Refresher Courses (1.6)
- 51.1613 Practical Nurse (L.P.N. Training)
- 51.1614 Nurse Assistant/Aide
- 51.1615 Home Health Aide
- 51.1699 Nursing, Other

51.17 Not to be used. Optometry (O.D.)
- 51.1701 Optometry (O.D.)

51.18 Ophthalmic/Optometric Services
- 51.1801 Opticianry/Dispensing Optician
- 51.1802 Optical Technician/Assistant
- 51.1803 Ophthalmic Medical Technologist
- 51.1804 Orthoptics
- 51.1899 Ophthalmic/Optometric Services, Other

51.19 Not to be used. Osteopathic Medicine (D.O)
- 51.1901 Osteopathic Medicine (D.O.)

51.20 Not to be used. Pharmacy
- 51.2001 Pharmacy (B.Pharm., Pharm.D.)
- 51.2002 Pharmacy Administration and Pharmaceutics
- 51.2003 Medical Pharmacology and Pharmaceutical Sciences
- 51.2099 Pharmacy, Other

51.21 Not to be used. Podiatry (D.P.M., D.P., Pod.D.)
- 51.2101 Podiatry (D.P.M., D.P., Pod.D.)

51.22 Public Health
- 51.2201 Public Health, General
- 51.2202 Environmental Health
- 51.2203 Epidemiology
- 51.2204 Health and Medical Biostatistics
- 51.2205 Health Physics/Radiologic Health
- 51.2206 Occupational Health and Industrial Hygiene
- 51.2207 Public Health Education and Promotion
- 51.2299 Public Health, Other

51.23 Rehabilitation/Therapeutic Services
- 51.2301 Art Therapy
- 51.2302 Dance Therapy
- 51.2303 Hypnotherapy
- 51.2304 Movement Therapy
- 51.2305 Music Therapy
- 51.2306 Occupational Therapy
- 51.2307 Orthotics/Prosthetics
- 51.2308 Physical Therapy
- 51.2309 Recreational Therapy
- 51.2310 Vocational Rehabilitation Counseling
- 51.2399 Rehabilitation/Therapeutic Services, Other

51.24 Not to be used. Veterinary Medicine (D.V.M.).

51.2401 Veterinary Medicine (D.V.M.)

51.25 Not to be used. Veterinary Clinical Sciences (M.S., Ph.D.)
51.2501 Veterinary Clinical Sciences (M.S., Ph.D.)

51.26 Miscellaneous Health Aides
51.2601 Health Aide
* 51.2602 Medical Laboratory Aide/Phlebotomy (Cross to 51.2601 for IPEDS)
* 51.2603 Geriatric Aide (Cross to 51.2601 for IPEDS)
* 51.2604 Therapeutic Recreational Assisting (Cross to 51.2601 for IPEDS)

51.27 Miscellaneous Health Professions
51.2701 Acupuncture and Oriental Medicine
51.2702 Medical Dietician
51.2703 Medical Illustrating
51.2704 Naturopathic Medicine
51.2705 Psychoanalysis

51.99 Health Professions and Related Sciences, Other
* 51.9999 Designation for Health Professions and Related Sciences Course Enrollees

52. BUSINESS MANAGEMENT AND ADMINISTRATIVE SERVICES

52.01 Business
52.0101 Business, General

52.02 Business Administration and Management
52.0201 Business Administration and Management, General
52.0202 Purchasing, Procurement and Contracts Management
52.0203 Logistics and Materials Management (Cross to 52.0299 for IPEDS)
52.0204 Office Supervision and Management
52.0205 Operations Management and Supervision
52.0206 Nonprofit and Public Management
52.0299 Business Administration and Management, Other

52.03 Accounting
52.0301 Accounting
52.0302 Accounting Technician
52.0399 Accounting, Other

52.04 Administrative and Secretarial Services
52.0401 Administrative Assistant/Secretarial Science, General
52.0402 Executive Assistant/Secretary
52.0403 Legal Administrative Assistant/Secretary
52.0404 Medical Administrative Assistant/Secretary
52.0405 Court Reporter
52.0406 Receptionist

52.0407 Information Processing/Data Entry Technician
52.0408 General Office/Clerical and Typing Services
52.0499 Administrative and Secretarial Services, Other

52.05 Business Communications
52.0501 Business Communications

52.06 Business/Managerial Economics
52.0601 Business/Managerial Economics

52.07 Enterprise Management and Operation
52.0701 Enterprise Management and Operation, General
52.0702 Franchise Operation
52.0799 Enterprise Management and Operation, Other

52.08 Financial Management and Services
52.0801 Finance, General
52.0802 Actuarial Science
52.0803 Banking and Financial Support Services
52.0804 Financial Planning
52.0805 Insurance and Risk Management
52.0806 International Finance
52.0807 Investments and Securities (Cross to 52.0899 for IPEDS)
52.0808 Public Finance
52.0899 Financial Management and Services, Other

52.09 Hospitality Services Management
52.0901 Hospitality/Administration Management
52.0902 Hotel/Motel and Restaurant Management
52.0903 Travel-Tourism Management
52.0999 Hospitality Services Management, Other

52.10 Human Resources Management
52.1001 Human Resources Management
52.1002 Labor/Personnel Relations and Studies
52.1003 Organizational Behavior Studies
52.1099 Human Resources Management, Other

52.11 International Business
52.1101 International Business (Cross to 52.9999 for IPEDS)

52.12 Business Information and Data Processing Services
52.1201 Management Information Systems and Business Data Processing, General
52.1202 Business Computer Programming/Programmer
52.1203 Business Systems Analysis and Design
52.1204 Business Systems Networking and Telecommunications
52.1205 Business Computer Facilities Operator
52.1299 Business Information and Data Processing Services, Other

52.13 Business Quantitative Methods and Management Science
- 52.1301 Management Science
- 52.1302 Business Statistics
- 52.1399 Business Quantitative Methods and Management Science, Other

52.14 Marketing Management and Research
- 52.1401 Business Marketing and Marketing Management
- 52.1402 Marketing Research
- 52.1403 International Business Marketing
- 52.1499 Marketing Management and Research, Other

52.15 Real Estate
- 52.1501 Real Estate

52.16 Taxation
- 52.1601 Taxation

52.99 Business Management and Administrative Services
- 52.9999 Designation for Business Management and Administrative Services Course Enrollees

APPENDIX B

ICCB Rules regarding:

Residency (adopted January 20, 1995)
Repeatability (adopted September 17, 1993)
High School/Community College Dual Enrollment Students
(adopted March 21, 1997)

ICCB Rules on Residency

(Adopted January 20, 1995)

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Residency - Applicability-Verification of Status. As part of verification that its credit hours are eligible to receive ICCB grants, each community college district shall adopt a process for verifying the residency status of its students and shall file a description of this process with the ICCB by July 1, 1990. (Deadline extended to January 1, 1991. See May 25, 1990, memorandum on residency rules.) The process shall include the methods for verifying residency as defined in the general provisions, special state provisions, and district provisions of this subsection. Each district shall file descriptions of any revisions to its process with the ICCB prior to their implementation.

Residency - General Provisions. The following provisions apply both to state and district residency definitions:

- To be classified as a resident of the State of Illinois or of the community college district, each student shall have occupied a dwelling within the state or district for at least 30 days immediately prior to the date established by the district for classes to begin.

- The district shall maintain documentation verifying state or district residency of students.

- Students occupying a dwelling in the state or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.

- Students who move from outside the state or district and who obtain residence in the state or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Residency - District Provisions. Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

- federal job corps workers stationed in the district;

- inmates of state or federal correctional/rehabilitation institutions located in the district;

- full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; and

- students attending under the provisions of a chargeback or contractual agreement with another community college.

Residency - Special State Provisions. Students shall be classified as residents of the state without meeting the general 30-day residency provision if they are:

- federal job corps workers stationed in Illinois;

- members of the armed services stationed in Illinois;

- inmates of state correctional/rehabilitation institutions located in Illinois; or

- employed full time in Illinois.

ICCB Rules on Repeatability

(Adopted September 17, 1993)

Section 1501.507 Credit Hour Grants

c) Student Requirements. The following requirements shall apply to students who generate credit hours eligible for ICCB grants:

6) Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants when one of the following conditions is met:

A) If the student completed the course the first time of enrollment with less than a grade of C (or equivalent) and if the student was claimed for credit hour grant funding, the student may enroll and be claimed in the course one additional time, or

B) If the student enrolled in the course previously and withdrew before completing the course, and if the student was claimed for credit hour grant funding, the student may enroll and be claimed in the course one additional time, or

C) If a student completed the course previously and was claimed for credit hour grant funding, the student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program, or

D) If the last time the student completed the coursee was at least four years previously, the student may be claimed for credit hour grant funding if the student repeats the course to upgrade his/her skills in that area, or

E) If a course has been approved by the ICCB to be repeated, the student may repeat the course and be claimed as often as approved by the ICCB.

ICCB Rules on High School/Community College Dual Enrollments

(Adopted March 21, 1997)

SUBPART D: STUDENTS

Section 1501.402 Admission of Students

b) Students Currently Enrolled in a Secondary School Program. Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.

SUBPART E: FINANCE

Section 1501.507 Credit Hour Grants

b) Course Requirements. Courses which produce credit hours eligible for ICCB grants shall satisfy the following requirements:

11) Courses offered by the college for high school students during the regular school day at the secondary school shall be college-level and shall meet the ICCB *Guidelines for Community College Courses Offered in Secondary Schools.*